



JOB DESCRIPTION			
Job title	HR Adviser	Team	Twin & Twin Trading (Shared)
Job holder	Vacant	Reports to	Head of Finance and Resources
Job type	Part - time 3 to 6 months contract	Date amended	20 th Nov 2018
Company's profile	<p>Twin is a development through trade NGO working with 49 producer organisations representing 400,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our wholly owned coffee and cocoa trading company - Twin Trading, works to access value-added markets for our producer partners and offers quality products with development impact.</p> <p>We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.</p>		
Job aim	<p>Twin and Twin Trading are pioneering Fair Trade organisations and together have helped bring Fair Trade into the mainstream market. They are both unique organisations who work to ensure small holder farmers are at the heart of a trading model that delivers the long-term impact and development.</p> <p>Together they are looking to recruit a HR Adviser who shares their passion for Fair Trade and their belief that inspiring and treating their own teams fairly is a central pillar to delivering their missions.</p> <p>This 'shared' HR Manager will work to ensure that both organisation's HR policy and process are up to date, that all staff and managers are supported in their work and that that all associated HR admin is in order.</p>		
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none">• Ensure policies and procedures are up to date and in line with current legislation and best practice• Ensure line managers and recruiting managers have access to tools that support them in these activities and are supported with HR advice when needed.• Advise on recruitment process for new staff and associates/consultants• Support annual appraisal process and staff training and development• Conduct quarterly training and development reviews• Keep staff handbooks updated			

- Provide HR support for employees
- Provide advice to overseas offices
- Work with office staff to ensure HR records are organized and filled
- Promote employee wellbeing, provide support to staff on health matters and long-term sickness absence, making referrals to Occupational Health as necessary

PERSON SPECIFICATION

Essential Criteria

- Experience of delivering a high-quality customer-focused generalist service; including recruitment, contract administration, payroll, pensions & benefits administration, managing employee records, production and communication of HR policies and procedures.
- Comprehensive experience of managing risk in terms of employee relations, including liaising with management and employment lawyers.
- At ease with a variety of different stakeholders, knowing how to take full advantage of the blend of current best practice and multiple perspectives.
- Experience of overseeing annual pay reviews and monthly payroll processes.
- Good knowledge of current employment legislation, including equality legislation, and HR practice (including payroll and pensions) and the ability to advise on it to range of audiences.
- Mindful of current trends and best practices in the HR arena, willing to try new things and question accepted approaches and not restricted by routine ways of thinking about HR.
- Able to demonstrate a commercially astute and pragmatic approach to HR and have a straight-talking and relationship-driven style, with excellent interpersonal skills.
- Experience of establishing frameworks that empower managers to deliver HR outcomes.
- A full understanding and interest in equality and diversity and its effective application in the workplace.

PACKAGE

Hours of work	2 to 3 days a week	Salary band	£30,000 pro-rata
Location	Central London	Holiday allowance	25 days per year, plus bank holidays (pro-rated per full-time equivalent)

PROCESS

Please send your CV and cover letter explaining your suitability for the job to jobs@twin.org.uk and indicating the job title in the subject by 9.00am Monday 26th November.

Role to start as soon as possible after acceptance of offer.