

## Job Description

**JOB TITLE:** People Adviser (21 hours per week over 3 days)

**LOCATION:** London, currently hybrid working with two days per week in the office.

**PAY BAND:** £35,000 - £39,000 **pro-rata** + London Weighting of £4,000 **pro-rata**, as applicable

**RESPONSIBLE TO:** People Partner

**RESPONSIBLE FOR:** No direct reports

## About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 18 countries within the Commonwealth and beyond, across Asia, Africa, the Caribbean and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

## Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

## Purpose of the Role

The People Adviser will support the People Partner deliver a first-class HR service to the organisation. With a varied range of responsibilities, the role will play a key role, providing high quality HR support to managers and employees across the organisation.

The People Adviser will provide expert advice and support on all aspects of the employee life cycle, and will also support the People Partner to deliver some exciting companywide people initiatives.

## Key Relationships

- KTI Managers
- KT(UK) People and Learning colleagues
- All staff
- INGO Networks

## Key Areas of Responsibility

- Providing a professional service covering all aspects of the HR administration.
- Collaborating with managers to attract, hire and retain great people.
- Onboarding of new employees and engaging with new starters to ensure the best start to their journey with KTI.
- Reviewing and updating induction materials.
- Organising, updating and maintenance of HR and employee folders.
- Providing expert employee relations advice, guidance and coaching to managers to address a range of people management matters, to ensure managers are equipped to deal effectively and sensitively with the complete employee lifecycle.
- Supporting with the review, development and implementation of people policies and procedures ensuring alignment with current employment law and best practice.
- Providing and analysing management information and data analytics to inform HR practices.
- Overseeing the end of year review process, ensuring timely completion and follow up.
- Supporting with wellbeing, equity, diversity, inclusion and belonging and associated initiatives.
- Supporting with the delivery of people training as required.
- Role modeling a diverse and inclusive work culture where all team members are supported and can thrive, ensuring that equity, diversity and inclusion is prioritised and embedded within HR practice.
- Undertaking project work as required, and commensurate with the role, to support KTI staffing initiatives.
- Being the key contact for UK Visas and Immigration and Level 1 user for inputting and managing skilled worker sponsorship
- Process national and international contractor requests, ensuring these are compliant with relevant laws, including IR35 and other legal or tax considerations.

**Budget**      No direct budget responsibility

## Person Specification

**Please read these notes carefully:**

The King's Trust International (KTI) is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folk, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>CIPD level 5 (or working towards) or equivalent experience</li> </ul>	Having a strong generalist HR background, is essential to this role to enable you to provide support to managers and the People Partner and also support staff with employee lifecycle queries. You will be supporting managers with differing levels of line management experience and need to understand employment legislation and best practice to ensure you can provide timely and accurate advice.	S, I
	<ul style="list-style-type: none"> <li>Generalist HR experience</li> </ul>		S, I
	<ul style="list-style-type: none"> <li>Good knowledge of the UK legislative framework for all employment matters</li> </ul>	To ensure that policies and employee relations advice is compliant and accurate.	S, I
	<ul style="list-style-type: none"> <li>Analytical mindset</li> </ul>	To analyse and utilise management information and data to inform best practice and identify future trends and opportunities.	I
	<ul style="list-style-type: none"> <li>The ability to work both independently and as part of a team</li> </ul>	You will be required to work closely with colleagues and also be able to work autonomously and independently.	S, I
	<ul style="list-style-type: none"> <li>Good planning and organisational skills and the ability to problem solve and prioritise multiple tasks</li> </ul>	In this role you will be involved in multiple tasks with different timeframes. Consequently, you must be able to plan ahead, organising your time and workload in order to meet reasonable deadlines.	I
	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills, able to target a range of different audiences internally.</li> </ul>	To deliver clear and compelling advice and guidance that engages a range of different audiences.	S, I
	<ul style="list-style-type: none"> <li>Conscientious, proactive and flexible approach to working.</li> </ul>	You will need to be flexible and to adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.	I
	<ul style="list-style-type: none"> <li>Knowledge of using Microsoft office packages accurately and with good attention to detail</li> </ul>	These are used by the charity and required to be used to carry out this role	S, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of advising managers on complex employee relations matters</li> </ul>	To support prompt resolution of a range of issues	S, I
	<ul style="list-style-type: none"> <li>Excellent project management skills</li> </ul>	To devise and deliver HR projects effectively	S, I
	<ul style="list-style-type: none"> <li>Emotional intelligence</li> </ul>	Need for an empathetic and empowering approach	I
	<ul style="list-style-type: none"> <li>Authentic in approach</li> </ul>	To demonstrate credibility and gain buy-in.	I







	<ul style="list-style-type: none"> <li>Solutions-focused</li> </ul>	Practical and pragmatic responses to a range of HR issues	
	<ul style="list-style-type: none"> <li>Attention to detail</li> </ul>	Need for accurate, clear and well-communicated advice	

Criteria	Desirable	Why is this needed?
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of international HR issues</li> </ul>	To ensure HR policy and processes are responsive and fit for purpose in and organisation working in an international environment
	<ul style="list-style-type: none"> <li>Coaching</li> </ul>	To coach managers on complex topics.
	<ul style="list-style-type: none"> <li>Knowledge of IR35 and contractor relationship management</li> </ul>	An understanding of IR35 and the relationship with contractors to ensure we remain compliant
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of partnering the business to deliver results</li> </ul>	To influence, inspire and advise managers, ensuring HR practice is embedded and supportive of the business strategies
	<ul style="list-style-type: none"> <li>Demonstrable success in embedding diversity and inclusion initiatives</li> </ul>	Ability to translate knowledge or theory into successful practice.
	<ul style="list-style-type: none"> <li>Experience of administering UKVI documentation</li> </ul>	To ensure we have a compliant workforce and all visa documentation is up to date

## WHAT DO WE EXPECT FROM YOU?

### OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






### THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>