

## **JOB DESCRIPTION: HR OFFICER**

Edgware & Hendon Reform Synagogue

**Job Title:** HR Officer

**Team:** Operations and Administration

**Hours of Work:** Part-time – 20 hours per week

Preferred hours: Monday to Friday, 09:30 to 13:30, with one Sunday morning per month  
(Some flexibility over schedule will be considered)

**Salary:** £30,000–£35,000 FTE, pro rata according to hours and experience

**Date:** by 5<sup>th</sup> September 2025

### **Summary:**

This is a key position supporting the smooth running of the synagogue's HR and compliance functions. The HR Officer will work closely with colleagues, trustees, and external organisations to ensure staff processes are carried out efficiently and sensitively. The successful candidate will also lend a hand across the organisation when needed, helping to maintain a positive, responsive working culture.

### **Responsible to:**

- Operations Manager for day-to-day workflow and task prioritisation

### **Main Responsibilities:**

- Manage recruitment administration including posting job adverts, arranging interviews, drafting offer letters, and preparing onboarding of new staff and setting up on our staff management portal, liaising with Payroll. This includes providing or arranging any mandatory training such as GDPR, Safeguarding etc.
- Carry out Right to Work checks and initiate DBS applications
- Support line managers with calendrical tracking, cyclical and ad-hoc training
- Maintain accurate HR records; distribute signed copies of contracts, policies, and handbook updates
- Liaise with Peninsula for legal guidance as required whether HR or Health & Safety
- Assist in case management for HR issues (grievance, absence, conduct, capability)
- Take a proactive role in ensuring EHRS meets HR compliance and duty of care standards
- Contribute to staff wellbeing initiatives and help foster a supportive, inclusive workplace culture
- Support general office functions or events during peak periods (ie those 'all hands on deck' moments)

## Person Specification:

### Essential:

- Experience working in an HR or administration role
- Strong organisational and interpersonal skills
- Able to work independently and manage own schedule
- Reliable and discreet when handling confidential matters
- Good working knowledge of Microsoft Office and comfort using databases or cloud platforms
- Clear written and verbal communication skills
- A team player who's happy to "muck in" when others need help
- Enthusiastic about working in a community environment with a values-based ethos

### Desirable:

- Familiarity with BrightHR or other HR platforms
- Understanding of employment law or compliance frameworks (e.g. RIDDOR, DBS, safeguarding)
- Previous experience supporting line managers in HR processes
- Experience working with Peninsula or similar HR advisory service
- Knowledge or appreciation of Jewish community life and customs