



HR Associate opportunity

HRSP is an established and successful HR consultancy providing outsourced HR support primarily to organisations in the not-for-profit-sector. With clients mainly in London and the south-east, we cover the full range of HR activities you would expect from an internal HR department.

We are a values-driven ethical business with an enviable reputation within the charity sector. We provide solutions to clients and help them to remove the barriers to doing what they do best. We have a strong team of HR professionals each of whom manages a portfolio of clients. Being experts in our field, clients rely on us to support and guide them through sometimes very challenging situations, identifying and mitigating risk and providing options as well as providing reassurance along the way.

We are looking to engage an HR Associate to support the team with workload peaks in our employee relations casework, mainly investigations for grievance and disciplinary cases. This would be a freelance contract and you would have the flexibility to accept or decline work. Once an assignment is accepted, our HR consultant will provide an initial brief and an introduction to the client. While you will be expected to independently manage the case, there will be agreed touchpoints and support from our team during the assignment.

This is an opportunity for an experienced employee relations practitioner who can show they have navigated their way through complex and challenging cases. You will need to be CIPD-qualified (level 7) with up-to-date experience. We are especially interested in hearing from you if you have worked with charities or the public sector. You will also need to be highly organised, responsive, and have a high standard of customer service as well as excellent report writing skills. Experience of dealing with trade unions is also essential.

Take a look at [our website](#) to see what our clients say about us and if you want to join a strong, professional team as an HR Associate then [click here](#) to express your interest. You will be asked to upload your CV and a statement of no more than 500 words that describes your suitability.

We are not accepting applications via agencies.

We are committed to equality of opportunity and welcome applications from all sections of the community. Whether or not you apply, we would be grateful if you could complete our equality and diversity monitoring questionnaire by [clicking here](#).