HR & Facilities Officer

About World Habitat

World Habitat is a UK-based international housing charity. We are an independently funded foundation - with a diverse global reach and an exciting future. We have a unique insight and opportunity to influence housing around the globe. In a world which appears overwhelmed with deep problems and challenges, World Habitat looks for solutions that can overcome social injustice and help people thrive.

Our multi-disciplinary Programme Team currently run three programmes: the World Habitat Awards - celebrating the best housing solutions; an International Community-Led Housing Programme; and our European Homelessness campaign – all delivering a range of activities that bring people and ideas together and create real change. We champion the very best housing ideas, and support communities to take control of solving their own housing needs.

We have taken important steps in responding to the climate emergency in terms of our own operations and developing our programmes to be part of the solution. Over the next three years, we plan to increase our focus on responding to the climate emergency and increase the pace of reducing housing emissions to meet net zero.

Our support team are at the heart of achieving our mission, ensuring that the correct systems are in place in order to deliver our programmes. This is a key role which will work across the whole organisation.

As a global charity we are committed to improving our approach to equality, diversity and inclusion. Last year we achieved the “Investors in Diversity Award” from the National Centre for Diversity. We have committed to further increase our accountability by building on the diverse nature of our networks to improve our work by actively involving our network in shaping our work and seeking feedback proactively.

About the role

You will report to the Head of Finances and Resources and work with her to ensure the smooth running of the office in Leicester.

Your role will be varied, with you adapting to the needs of the organisation. You will be responsible for managing the HR processes of the organisation, including managing HR information, managing the staff and trustee recruitment process and managing the annual staff satisfaction survey. We are currently implementing a new HR management system; you will be at the heart of developing this system and will have the opportunity to help us continue to improve the way we work.

You will also be responsible for arranging business travel, carrying out administrative duties, uploading content to our website, updating and utilising our CRM, arranging meetings/events, calculating our carbon emissions and also assist with a range of financial duties as required.

About you

You will have excellent written and verbal communication skills, be comfortable dealing with a range of colleagues, attending board meetings and writing up board minutes.
You will be able to work on your own initiative and be comfortable with working on a number of different tasks at one time. You will be able to plan your work effectively, prioritising the work that needs to be done first. You will be confident at making decisions and explaining your reasons.

You will be happy with a hybrid way of working, being in our office in Leicester city centre part of the week and working from home for the rest of the time.

You will have a high level of attention to detail and be able to deal with confidential information. You will be comfortable with a varied workload and be happy with change.

Other information

We are a small and friendly team and have recently moved to a new office in Leicester city centre, with the majority of staff utilising a hybrid approach of office and home-based working. Our preference is that you will live within commutable distance from our new office.

We are a flexible and family-friendly employer. We offer a 34.5 hour working week, flexible working including a 9-day working fortnight, a generous pension, life cover, cycle to work scheme and a competitive salary.

At World Habitat we value diversity and we’re committed to creating an inclusive culture. We welcome applicants from all backgrounds and cultures as we seek to increase the diversity of our staff team to reflect our diverse work.

We encourage career development with an appraisal system and opportunities to develop your knowledge and skills.

How to apply

Please complete the application form and monitoring form and return it to recruitment@world-habitat.org and indicate ‘Post: HR & Facilities Officer’ in the subject field. If you have any specific questions about the role please email Joanne.kovach@world-habitat.org

Closing date: 31st May 2022 10am

Please read the guide to completing the application form - to understand how we will shortlist applications - before completing your application. Please note that as part of our commitment to equality we anonymise applications before shortlisting them to reduce any risk of bias. Due to the high number of applicants, we are only able to provide feedback to candidates to whom we offer an interview.