**February 2022**

**JOB TITLE:** HR Advisor

**REPORTS TO:** General Manager

**SALARY:** £28-34k, pro-rated; Part-time at 4 days per week; Full time will be considered for the right candidate

**About Us:**

Crafter's Companion is the UK's leading craft company, based in County Durham. Starting life from a university bedroom back in 2005, Crafter's Companion has expanded at a phenomenal rate and is now an award-winning multi-million-pound global business with offices in the UK, Europe and the US.

We design, develop, manufacture and distribute thousands of craft-related products to enthusiasts across the world, every day. Everything we do is with the aim of making crafting fun and simple. Our products are primarily sold through retail outlets (including two of our own), via our website and on TV shopping channels across the world.

**Job Description:**

The successful candidate will deliver a professional and effective HR service across the UK business, in a generalist HR capacity. You will use your experience and interpersonal skills to support, advise and guide colleagues in line with policy in all departments from the TV Production team through to our Warehouse operations.

**Key responsibilities:**

* Managing the development of excellent HR support across the organisation including maintaining and developing procedures, records and systems
* Managing staff relationships, responding to any queries or problems that they have and managing their expectations
* Using HR information systems to access, input and compile data
* Providing advice and playing a major role in work reviews and change processes
* Monitoring, reviewing and updating all HR policies and ensuring these are in line with current legislation
* Advising managers on recruitment and selection strategies, and managing recruitment processes
* Overseeing the preparation and issue of appropriate contractual documentation in relation to appointments, and variations of employment including accurate notification to payroll
* Designing organisational structures, alongside pay scales and benefit packages with business leaders
* Providing comprehensive administrative support including creating documents and reports using the full range of Microsoft Office programmes available, filing, photocopying and taking minutes of meetings

**Person Requirements & Skills:**

* A working knowledge of HR policies and procedures, with previous HR experience as an HR Advisor, HR Consultant or similar role
* IT and HR systems knowledge
* Excellent verbal and written communication skills
* Administrative skills
* Excellent planning and organisation skills
* Personable with strong communication and relationship building capabilities across all levels of the business
* Sound judgement and Problem-solving attitude

**Desirable Skills:**

* BSc in Human Resources Management or similar field
* CIPD Qualification

**What we’re offering:**

* Competitive salary
* Full-time, permanent contract upon completion of successful probationary period
* 25 days holidays (plus statutory bank holidays)
* Generous 40% staff discount
* Company pension scheme
* Opt-in private healthcare scheme