



## **HR Officer (permanent)**

Salary: £25,000 - £26,000 (pro-rata)

**Hours of work:** 21 hours/week on a flexible working basis

Bike for Good is currently looking for a part-time Human Resources Officer to join our team and help us work towards our vision of a healthy and inclusive environment where everyone in the community benefits from more people cycling.

The successful candidate will be responsible for the day to day management of our HR records, procedures and policies. The role also involves supporting our payroll and pension procedures, as well as supporting the development of our staff and creating a diverse and inclusive workforce.

We're looking for someone with knowledge and understanding of employment legislation and HR best practice who will be committed to supporting the health and wellbeing of our staff in line with Bike for Good's values.

You will be highly organised, an excellent communicator, and have the ability to act with confidentiality and discretion.

Initially, this is a part-time role, however Bike for Good is embarking on an exciting period of growth and development. We are looking for someone who will grow with us and has ambitions to develop the HR Officer role. For this reason, we need a flexible self-starter with an enterprising attitude. It is also important that you are someone with a personable and friendly approach to work who can also demonstrate our core [organisational values](#).

To apply please complete the application form on our [website](#). The closing date is Sunday 15th November at 5 pm and interviews will be held on Tuesday 24th (PM) and Wednesday 25th (AM) November.