



SPITALFIELDS CRYPT TRUST

LIFE BEYOND HOMELESSNESS & ADDICTION

info@sct.org.uk | 020 7613 5677 | www.sct.org.uk

JOB DESCRIPTION

Post Title:	HR Officer
Responsible to:	Business Operations Manager
Purpose of Post:	The purpose of this post is to lead and coordinate all aspects of the HR function within SCT, ensuring effective recruitment, onboarding, training and development of both staff and volunteers. The role involves working closely with outsourced HR and payroll providers to maintain accurate records. Through proactive HR support, the postholder will contribute to a positive, well-managed working environment that aligns with SCT's values.
Salary:	Up to £29,000
Contract type:	Permanent, part-time (21 hours per week)
Location:	East London (some occasional hybrid working after probation)
DBS:	A Basic DBS check is required for this role.
Benefits:	BUPA employee assistance programme and wellbeing plan Cycle to Work scheme Season ticket loan Pro rata 25 days' annual leave rising to 30 days plus bank holidays Contributory pension scheme, employer-matched contributions of 5% Training and development opportunities

ABOUT SCT

SCT has been supporting people experiencing homelessness and addictions to transform their lives for 60 years. While the services we deliver and how we deliver them has changed since our inception in 1965, we continue to believe

The Spitalfields Crypt Trust Charity Number is 1075947. Company Number is 3734793.
Our registered office is Acorn House, 116-118 Shoreditch High Street, London, E1 6JN.



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that lasting recovery – with the right support, at the right time – is possible. We offer a residential addictions treatment programme, supported housing, training and development opportunities, a peer-led recovery community (Choices'), and a highly effective Housing First service. We enable around 200 people per year to rebuild their lives, discover new skills, develop their confidence and self-esteem, and improve their physical health and mental wellbeing.

Most of our services are based in our 'Recovery Hub' in Shoreditch. Here we offer an accommodation-based service (Acorn House) supporting men experiencing homelessness and in recovery from addictions using an abstinence-based approach. Our team of Addictions Counsellors work alongside our Supported Housing Team offering a six-month therapeutic programme. We also offer 'move-on' accommodation for graduates of our therapeutic programme (based in Leyton), a Training and Development service, with a range of skills-based and creative opportunities for residents of SCT's services and those from the wider recovery community. We run a Housing First service based in Tower Hamlets, and two social enterprises, giving users of our services a range of volunteering opportunities. We work with people facing some of the most extreme and entrenched forms of disadvantage, offering person-centred and trauma-informed support.

Central to our approach is the belief that those with lived experience of these issues are key agents of positive change – in their own lives and in the lives of others.

We're proud to be part of East London. Our nine charity shops and two social enterprises provide places for people to shop, join our community by volunteering, and provide vital income that helps fund our work.

In employment we seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the

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organisation SCT is a growing organization offering opportunities for applicants with good motivational skills and high levels of initiative.

ROLE OVERVIEW

The role is responsible for delivering comprehensive HR support across the organisation covering recruitment, onboarding, training, and support for performance management and employee relations. It includes managing volunteer processes and working closely with both internal managers and external HR and training providers.

The postholder will play a key role in maintaining effective HR systems, ensuring policy compliance and supporting a positive work culture.

Key responsibilities

- Managing end-to-end recruitment processes across multi-disciplinary teams, including: recruitment, onboarding, DBS checking, training and development, absence and performance management, and leaver processing
- Oversight of SCT's volunteer recruitment, onboarding, training and administration in collaboration with SCT's manager
- Working closely with SCT's outsourced HR support
- Providing SCT managers with guidance on volunteer recruitment and any management issues
- Implementing, maintaining and reviewing an annual training plan for all employees
- Maintaining up-to-date staff files and HR system records including DBS validation, handling confidential employee and volunteer data in line with data protection legislation
- Supporting employee relations by assisting with complaints, grievances and disciplinary procedures including the provision of support to managers on all employee-relations matters

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- Working with SCT's Business Operations Manager to ensure accurate information is provided to SCT's outsourced payroll administrators to ensure accuracy of all relevant information
- Supporting the ongoing review, development and improvement of clear, consistent and accessible policies and procedures across the organisation
- Working closely with SCT's managers to promote the ongoing communication, implementation and participation in the review cycle of policies and procedures
- Undertaking other reasonable duties that may be required from time to time.

PERSON SPECIFICATION

- CIPD-qualified to level 5: significant HR management experience will also be considered
- 3+years demonstrable generalist HR management experience or similar role types – ideally in a small organisation or NFP
- Demonstrable experience of working across multiple sites
- Excellent communication skills both written and in person with the ability to adapt to a range of audiences
- Experience of presenting materials and report-writing to a range of audiences.

PERSONAL QUALITIES

- Professional demeanour
- Ability to maintain confidentiality in all matters
- Meticulous attention to detail across a range of competing demands
- Ability to align with organisational values and promote the organisation's vision and ethos
- Commitment to working in an inclusive, person-centred and trauma-informed environment

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	ESSENTIAL SKILLS AND EXPERIENCE	DESIRABLE SKILLS AND EXPERIENCE
Recruitment	Proven experience in managing end-to-end recruitment processes	Drafting and reviewing existing job descriptions
Employment law	Awareness of UK employment law and GDPR regulation; willingness to learn and apply policies	Previous involvement in reviewing and updating organisational policies and procedures
Volunteer management		Recruitment, onboarding, training and administration
Outsourced HR support	Experience working with and liaising with external provision	
HR Records	Proven record of maintaining records and managing confidential information in line with GDPR legislation	
Employee relations	Practical knowledge of employee relations processes and including handling complaints, grievances and disciplinary processes	Ability to prepare and produce fluent notes in employee relations meetings
Payroll processes	Familiarity with outsourced payroll services, provision of accurate data	
Training	Experience in organising of training. Maintenance of training records.	Encouraging update of training and initiating training both

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		internally and using external and online training providers
HR Databases	Experience with one of the major HR portals	Ability to extract data and prepare analysis of information as required
Organisational skills	Excellent skills required: attention to detail	Ability to organise and encourage engagement with staff events
Office tools	Strong skillset of all Microsoft Office tools including OneDrive, SharePoint	
Communication skills	Strong interpersonal communications and the ability to work collaboratively within and across teams	Internal communications experience
Previous experience	Small organisation experience	Experience in the charity or NFP and voluntary sector, managing volunteers

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