

Gendered Intelligence

HR Officer - 2 posts

Jobshare: 0.5FTE each (or another split tbc)

Join the GI team as an HR Officer!

As one of our two HR Officers, you will work together to foster a supportive, safe, and compliant work environment. You will play a crucial role in enhancing the overall people experience, providing expert advice and guidance to both managers and employees.

You will contribute towards the delivery of our organisational strategy: to “improve the quality of life for trans people” which is relevant for our service users, clients, and the wider public, but also our staff team, the majority of whom are trans or non-binary.

The information below will help you decide if you would like this job and tells you what to do if you decide to apply. We actively encourage trans applicants for this role, but will also welcome applications from cis allies, and individuals from other sections of the community.

For more information on our team, benefits and culture, visit our [Working at Gendered Intelligence](#) page.

For more information on our organisation and vacancies visit out [Join the Team](#) page.

Apply: [HR Officer Application Form](#)

Job Overview

- Hours: 0.5 FTE (17.5 hours per week, or 2.5 days)
- Contract type: Permanent
- Salary: £38,626 (+ £3,000 London Weighting where applicable) per annum pro rata
- Location: London-based. We are open and amenable to discussions around flexible working practices, and support hybrid working across the team. Travel to the London office will be required, at least once per week.
- Line Manager: Head of Central Support Services

Recruitment Process & Timeline

Before filling out your application form, you can visit our [guidance page](#).

- Deadline for submission of applications: **9am on Thursday 1st May 2025**
- Shortlisted applicants will be informed by: **Thursday 8th May**
- **Interviews are expected to take place on Wednesday 14th May, in person, in East London. If you are not available on this day please let us know this when you apply.**

All job offers are made subject to references.

Context

Gendered Intelligence, established in 2008, started as a grassroots community organisation relying on volunteers and freelancers. Since 2015, our PAYE staff has grown from 3 to 40. We recognise the necessity for a dedicated HR professional to support our organisation and enhance existing practices. In 2024 we implemented a new 5 year strategy, and this includes a focus on internal culture, processes, and systems. This role will champion inclusivity, nurture employee well-being, and drive organisational growth through effective people management strategies.

The role

This is a dynamic role, encompassing everything from providing expert HR advice to spearheading our Equity, Diversity & Inclusion initiatives. You'll be at the heart of the employee journey, enhancing their experience at every stage and ensuring our policies and procedures are not just compliant but also engaging. While our team mostly works remotely, as Office Manager you'll be the bridge between them and our office space in East London (Bethnal Green), making sure everyone feels connected and supported. We have just introduced an HRIS (Factorial), and you will lead on developing the functionality to meet the team's needs and embedding the systems within our organisation, providing support for colleagues to engage with the system.

You will have access to 24/7 employment advice, and part-time administrative help. We are advertising this position as a job-share as we believe that will be the best model for employer and employee; we are aware that the challenges facing a trans-majority staff team in the current environment can be complex, and are proposing this approach to enable co-working, mutual support and cover. Both postholders will be expected to be able to cover all aspects of the role. However if you are interested in applying for this post as 1.0FTE please contact us.

Job description

Main Duties and Responsibilities

Human Resources & Employee Relations

- Manage complex employee relations casework and provide expert HR support, guidance, and advice to colleagues
- Review, update, and communicate HR policies and documentation to ensure compliance with current legislation

- Be first contact for all access requirements, supporting colleagues and line managers, to ensure reasonable adjustments are made
- Manage and support internal HR processes, including flexible working applications, Occupational Health Assessments and re-grading,

People & Culture

- Manage employee lifecycle processes, including recruitment, onboarding, performance coordination, talent development, and offboarding
- Drive the implementation of impactful staff well-being initiatives, fostering a supportive work environment
- Coordinate Equity, Diversity, and Inclusion initiatives, contributing to a culture of inclusivity and belonging
- Oversee the office management of our premises in Bethnal Green

Other responsibilities

- Produce management information reports for the Senior Leadership Team and Board
- All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO or your Director, on an occasional basis.

Person Specification

We recognise societal structures adversely affect people with marginalised identities / experiences and we are committed to building and supporting a diverse team. If you feel you have the qualities to fulfil these specifications, but do not have formal qualifications, or feel less confident about your experience, we are keen for you to apply. You are welcome to evidence the person specification qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles; caring roles; informal community activity or any other route.

Essential/Strongly Desired

Skills and Abilities

- Exceptional written, verbal, and interpersonal skills, adept at handling situations with tact and sensitivity
- Ability to quickly build productive working relationships that are based on trust and confidence
- Ability to manage varied tasks proactively and autonomously whilst remaining resilient under pressure
- Ability to manage administrative tasks with precision, meeting deadlines and paying close attention to detail

Experience

- Experience in overseeing the employee lifecycle while fostering a supportive and inclusive work environment
- Experience developing policies and initiatives to enhance the employee experience.

Knowledge

- An intersectional understanding about trans identities and communities in the workplace, with current awareness of terminology and language concerning trans individuals
- CIPD Level 5 qualified, or equivalent relevant experience including knowledge and application of employment law

Desirable

- Experience of working within an LGBTQ or experience led setting
- Experience of working in a similar role within small HR team and/or small organisation

Diversity Information

GI is a trans-led and trans-majority team – over 85% of our team are trans and non-binary. We are actively seeking to bring people with different lived experiences, diverse backgrounds, abilities and gender identities into the organisation, to create a workplace that is welcoming for all. This is an exciting opportunity to join our Central Support Team, and we are keen to encourage and support applicants from all sections of our community.

To find out more about our commitment to diversity and inclusion, visit our [Working at Gendered Intelligence](#) page. We also hope you will complete our [Diversity Monitoring Form](#). This is not a mandatory element of the application process but will help us to review the breadth of applicants and assess where improvements can be made in our recruitment process.

Please be aware that we are currently unable to sponsor visas and ask that candidates ensure they have the legal right to work in the UK for the duration of their employment with us.

Additional Support

Want to learn more before applying?

We're aware that people may have different needs or additional queries, and we want to support all potential applicants.

If you have any questions please contact recruitment@genderedintelligence.co.uk. We offer anonymous support, from individuals not involved in the selection process. As well as responding to any general queries about the process, we are offering a limited number of 15 minute slots to support applicants with their applications. These 1:1 online sessions will take place on Wednesday 23rd April and will be hosted by a senior member of GI's team, who is not involved directly in this recruitment process.

The sessions will provide the opportunity for potential applicants to ask any questions they have about GI, the process, or how to complete or what to include on the application form, in a confidential space. We hope these sessions will encourage individuals from marginalised and/or under-represented sections of our communities to apply for this position. While open to all, we would specifically encourage individuals who are transfeminine or people of colour to apply for a slot.

Please email recruitment@genderedintelligence.co.uk by 9am on Tuesday 22nd April if you would like to take advantage of this offer.

You are welcome to use both the options above.

Apply: [HR Officer - Application Form](#)

Deadline: Thursday 1st May at 9am