



HR Officer

Location: Remote (The Community Revolution operates as a remote-first digital workplace)

Commitment: Volunteer

Reports to: HR Manager

Time Commitment: 5-10 hours per week, with flexible hours

1. The role at a glance

We are seeking a highly motivated and organised individual to join our HR team as a volunteer **HR Officer**. You will be vital in providing essential administrative support, assisting with recruitment and onboarding processes, and contributing to maintaining accurate and up-to-date records. This role is crucial in ensuring our HR operations run smoothly, directly supporting the organisation's mission of sustainable development.

2. Key responsibilities and deliverables

- Provide general administrative support to the HR department, including answering phone calls, responding to emails, and performing tasks related to HR operations.
- Assist with recruitment efforts by coordinating interviews, reviewing applications, and ensuring compliance with organisation policies.
- Contribute to the onboarding process for new members, including preparing welcome packs and providing information about organisation processes.
- Maintain accurate and up-to-date records of member data, including personnel files, benefits (if applicable), and performance reviews.
- Serve as a liaison between the HR department and other teams, ensuring effective communication and collaboration.



3. Essential requirements

These are the non-negotiable skills, experience, and qualities.

Experience and knowledge

- Knowledge or work experience of human resources
- Demonstrable passion for social enterprise, sustainable development, and the volunteer sector.

Core skills and competencies

- Excellent administrative and organisational skills.
- Strong attention to detail and ability to maintain confidentiality.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

Digital Workplace requirements

Basic digital literacy and a reliable internet connection are essential.

Proficiency with modern digital tools for remote collaboration, including:

- **Groupware:** Email (Gmail) and Calendar management.
- **Office Software:** Google Workspace (Docs, Sheets, Slides) for document creation and data management.
- **Communications:** Video conferencing and messaging applications.

4. Desirable skills and experience

Skills that would make a candidate stand out, but are not mandatory.

- Consideration will be given to candidates with an HR certification (or working towards one), such as CIPD or SHRM.
- Previous experience working in a remote or digitally-focused team.
- Familiarity with specific tools: [e.g., Trello, Slack, specific HR software].
- Fluency in multiple languages is a plus.

5. What we offer



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This section outlines the benefits, training, and growth opportunities.

- **Impact:** The opportunity to make a tangible difference in the community and contribute to meaningful sustainable development projects.
- **Flexibility:** A fully remote role with flexible working hours to fit around your commitments.
- **Development:** Access to internal training, professional development opportunities, and mentorship.
- **Culture:** A supportive, collaborative, and mission-driven team environment.