



HR Generalist

(Up to £34,000 per annum)

ABOUT YOU

You are a passionate, caring, and dedicated Level 3 CIPD (ideally Level 5) qualified HR professional with generalist experience in recruitment and selection; engagement; benefits; mental health and wellbeing; equalities, diversity and inclusion, and coaching and supporting line managers.

If so, you have come to the right place! We would love to hear from you...

ABOUT THE ROLE

You will be in a standalone generalist role reporting to the COO, and line managing a Recruitment Executive. You will own and manage all aspects of UK HR, closely working with the HR team based in Germany. You will manage and oversee the entire recruitment process, working closely with international MDs to ensure recruitment is at a high level in each market, supporting the Recruitment Executive will day to day recruitment tasks.

KEY ROLE RESPONSIBILITIES:

- Own and manage the UK HR function (circa 90 employees), including all Employee Relations and performance cases in conjunction with the DE HR team
- Oversee the entire recruitment and onboarding process for new staff, including some international employees.
- Manage offboarding of employees
- Create and implement a UK HR strategy that aligns with the wider company strategy, goals and objectives
- Manage and own all HR related documents ensuring these are kept up to date and available, including the employee handbook, onboarding guides, teams charts, HR related training
- Coach, mentor, train, and support UK managers with HR related topics
- Create a monthly data and information pack of key insights and pain points for the COO and UK MD covering but not limited to, onboarding, performance plans, attrition, engagement, and satisfaction
- Provide monthly insights for the global operations newsletter
- Create and lead the bi-annual employee engagement questionnaire, managing all communications and analysis to create solution focused proposals for senior management
- Manage the Mental Health and Wellbeing Team, creating campaigns to drive engagement and wellbeing

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



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ESSENTIAL REQUIREMENTS:

- Level 3 CIPD qualification
- Up to date and accurate knowledge of UK employment law
- Previous demonstratable experience in recruitment and selection
- Ability to work well in a standalone role
- A solution-focused approach to problem solving
- An excellent communicator, with the ability to communicate well with all seniorities
- Ability to manage and prioritise workload, work to deadlines and work under pressure
- A passionate and energetic personality with the ability to motivate others

DESIRABLE REQUIREMENTS:

- Level 5 CIPD qualification or working towards
- A degree in HR, Psychology, or similar
- Previous line management experience of a junior member of staff
- Previous experience working with international managers or team members
- Knowledge and experience working with international employment law
- Previous experience leading a mental health working group

WHY CHOOSE WEBGAINS?

We offer competitive salaries; a remote, friendly and inclusive environment; 25 days annual leave after 1 year of service; free weekly language classes; £2000 educational and learning budget; private health insurance; an established pension plan; free mental health counselling, yoga virtual classes and much more!

APPLY NOW

We encourage you to apply if this role excites you - even if you think you may not meet all the qualifications.

At Webgains, we are a people first organisation, and we live by our core values: openness, excellence, integrity, fun, and work/life balance. We are always looking for outstanding individuals with diverse backgrounds and perspectives who embody these values.

Webgains embraces equal opportunity in the workplace and in throughout the recruitment processes. We are committed to building a diverse and inclusive team of brilliant, exceptional individuals. We therefore welcome applications from all candidates, and do not discriminate based on age, disability, sex, gender confirmation, sexual orientation, marital status, pregnancy and maternity, religion or belief, ethnic or national origin and race. Webgains have a high number of applications and reserve the right to close our vacancies before the closing date.



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