

People Support Officer (Learning and Development)

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

We are seeking a new People Support Officer (Learning and Development, L&D) who is a pivotal point of support for colleagues in relation to our coordination of L&D activities.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Monday 28 August 2023.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from ethnic minority groups, Muslim and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

Who are we?

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What you will be doing:

- Being a master puppeteer in organising your workload, you will manage the competing demands of organising training for all internal colleagues, whilst also providing administrative support for our externally facing training enterprise.
- Tapping into your strong work ethic and your love for working autonomously, you will keep our time-sensitive processes moving, for example by supporting our Learning and Development Strategy Group through coordination of regular meetings, minute taking, and meeting actions.
- Being a stickler for detail; someone who takes ownership of records and data management systems, you will communicate relevant information to everyone who needs to know, for example by keeping high-quality records and undertaking relevant checks across different platforms, including DBS and GDPR data checks and safeguarding training.
- Being self-aware and reflective, you will carry yourself with integrity. This will include being comfortable working in a discrete and sensitive manner, an essential aspect of any People team role.

You will be in our small but mighty People Team within our wider Central Services department and your line manager will be our Head of People.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and job profiles are developed on the 'how' of a job.

No prior experience? No problem! We believe in your potential and are committed to providing training and support to help you thrive. If you have transferrable skills and you are interested in

this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

Contract details:

- **Hours per week:** 37.5
- **Contract type:** Permanent
- **Pay:** £24496-£25874 per annum (with likely increase of c.£1900 pending NJC pay agreement)
- **The location:** Your base will be our Kingsley Hall office, close to Bristol's main train and bus stations as well as the vibrant Bristol city centre. As a team we work from our office two days per week. You can work remotely the rest of the time.

A few benefits at 1625ip:

- *A generous annual leave entitlement of 30 days per annum plus all Bank Holidays*
- *Employee Health Cash Plan with Health Shield (up to level 2)*
- *A supportive and approachable team with an emphasis on colleague wellbeing*
- *An inclusive organisation, with a culture of mutual respect and care for others (From Colleague Wellbeing Survey 2022)*
- *"I couldn't be happier with the opportunities and support I have received in my career progression that has led me to my dream job!" See what other colleagues have said about their career development with us, [here](#).*

Important dates:

- Application deadline closes: **23:59, Monday 28 August 2023.**
- If you have not heard from us by the end of the day on **Wednesday 30 August 2023**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Tuesday 05 September 2023.**

Application information

Ready to see yourself in this rewarding role? We can't wait to hear from you.

- To access the Job Pack and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=8b6509de-cdf4-4c54-991b-5ec75858a62a>
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

Contact us

- To have an informal chat about the role, please contact Eloise Foster: eloise.foster@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

Equal opportunities for everyone

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information