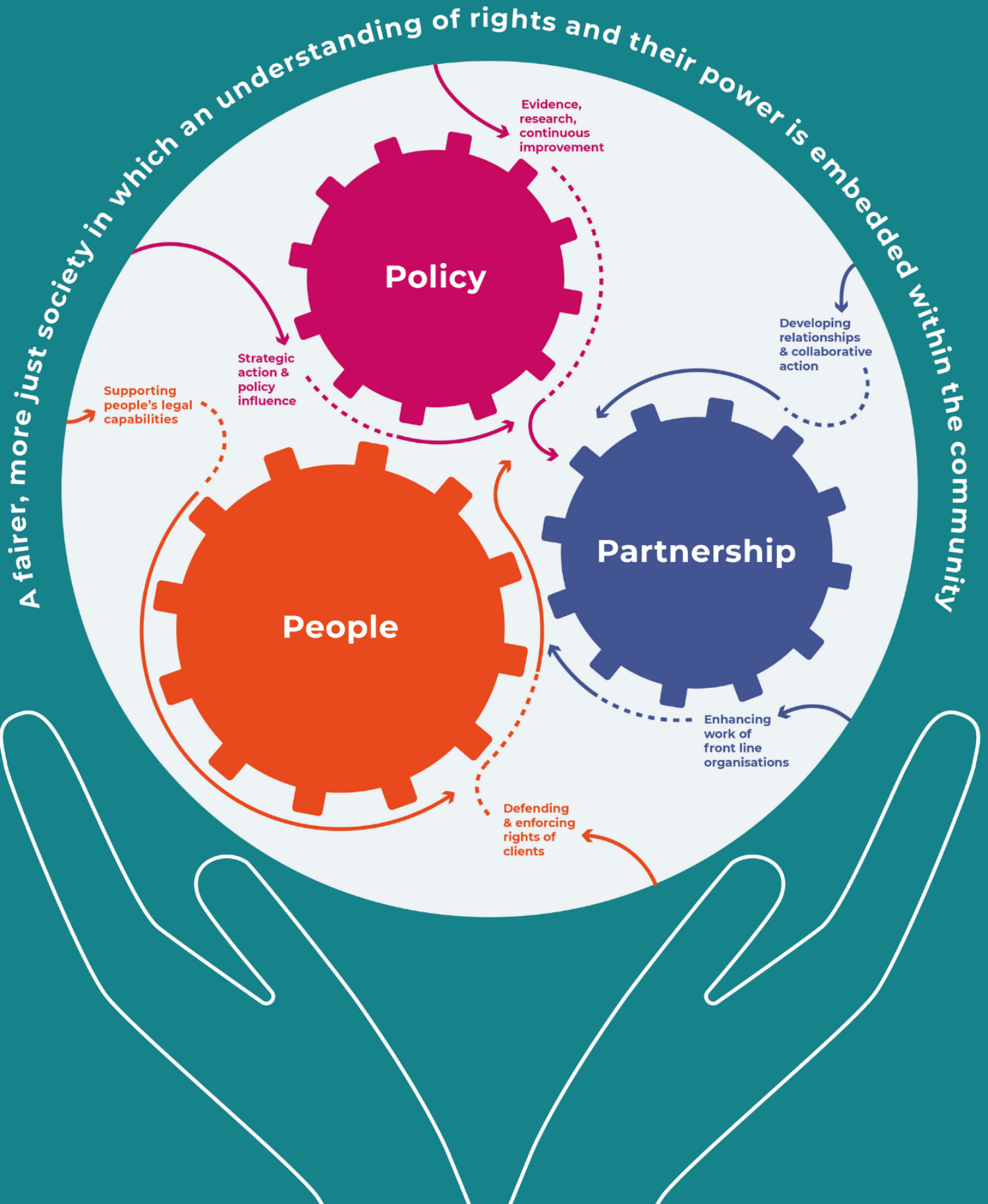


# Recruitment Pack HR Associate



☎ 02476 223053

✉ [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk)

📍 Coventry/Birmingham

## Dear Candidate

I am delighted that you are considering joining the Central England Law Centre team. This recruitment pack includes all the information you will need to make your application and also to provide you with some information about the Law Centre. You can also find more information about the work of the Law Centre on our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)

You will be joining us at an exciting time of our growth and development.. You will see in this pack that we have provided you with an infographic which explains our vision and the three different parts of our strategy: people, partnerships and policy.

Working at the Law Centre is a brilliant opportunity to not only use your skills and experience to provide legal advice to clients, but also gives you opportunities to develop skills in partnership working and policy work. Working at Central England Law Centre is immensely rewarding and you will work with a team of dedicated colleagues.

We provide training and support and a comprehensive induction programme to help you settle into your role. Our terms and conditions ensure that you have a good work life balance, with hybrid working for most roles, company sick pay after a qualifying period, enhanced maternity leave pay, excellent annual leave allowance and a flexible approach to staff working in general.

We value diversity and warmly encourage applications from disabled and LGBTQIA+ people, candidates who share lived experience with our clients, and people from black, asian, and minority communities. If you require any adjustments to assist you in making your application or at interview (if you are shortlisted) please let us know. We want to make sure that everyone has an equal opportunity to apply for our roles.

We look forward to receiving your application. For more information please contact [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk)

Best wishes

*Elayne Hill*

Chief Executive



### A fairer, more just society

Central England Law Centre is the UK's largest Law Centre. Our size enables us to provide legal expertise across eight different areas of social welfare law including: discrimination; employment; health and social care; housing; immigration and asylum; public law; and welfare benefits. This means that we can offer services that can address all of the interconnected problems people face in their everyday lives.

Our services are rooted in the communities we serve and we are an organisation that uses its legal expertise to improve the lives of those who are often vulnerable and socially excluded due to poverty, illness or disability.

The Law Centre is a charity employing solicitors and advice workers. We currently employ 83 people across our two offices in Coventry and Birmingham. We receive funding from a variety of Foundations and Trust Funds and also from Coventry City Council for our work in Coventry. We hold a legal aid contract with the Legal Aid Agency in housing, community care, public law, family, welfare benefits (in the Upper Tribunal), immigration and asylum. We offer specialist advice, representation and advocacy and our aim is to use the law to seek change. We take on test cases that may well have an impact beyond the actual case fought. As well as our core advice and legal casework service we deliver a range of projects in partnership. We currently have projects for example with local universities, women's organisations, homeless charities, refugee support organisations and a GP surgery.

The Law Centre is a member of the national Law Centres Network. It is governed by a board of trustees, who are the Directors of Central England Law Centre - a company limited by guarantee. The Trustees meet monthly to monitor the Law Centre's work and give guidance on policy and direction. The Law Centre employs a chief executive officer (CEO), solicitors, caseworkers, support staff. Staff are organised into teams with a team head to lead and manage them. The CEO is responsible to the Trustees for the running of the Law Centre and advises them on policy issues. Each team covers one or two areas of law. Staff generally work in only one team but we recognise that many cases cross boundaries and staff therefore need to be able to work closely with other teams where their expertise are required. You can find out more about the Law Centre by looking at our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)



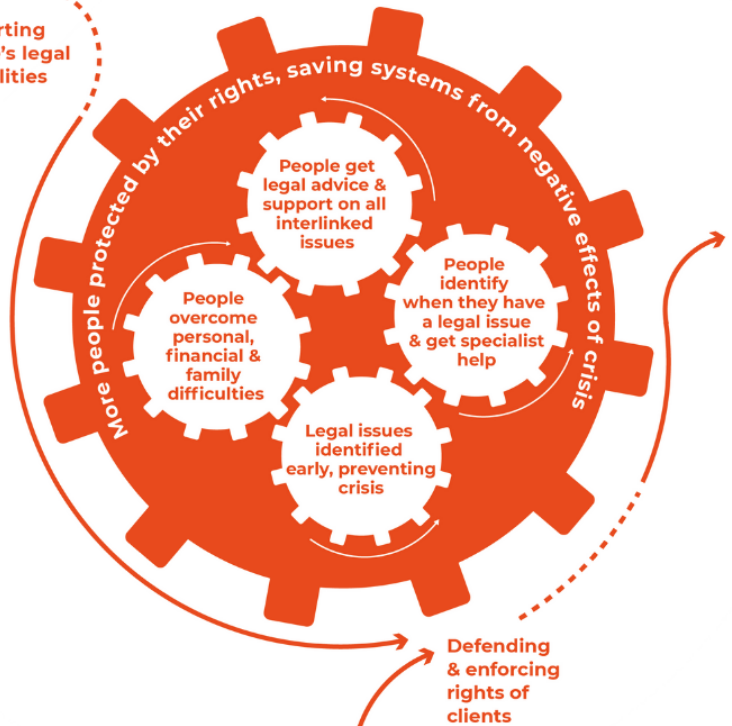
# Embedding rights in the community

In 2022 the law centre refreshed its organisational strategy, developed with staff and trustees following the Covid-19 pandemic and cost-of-living crisis. Our rights in the community strategy sets out our vision of a fairer, more just society in which an understanding of rights and their power is embedded within communities.

The key driver for our approach and the biggest volume of our activity will always be our work with individuals to ensure more people are protected by their rights and to build their understanding of where they can use legal rights to protect themselves in the future.

## People

Supporting people's legal capabilities



Defending & enforcing rights of clients

We work alongside our strategic partners so that we can better understand the challenges and issues that local communities face. We share our legal expertise and in close partnerships with other community-focused services we help to place legal rights at the heart of their work and to activate a rights-based approach in their support.

## Partnership

Developing relationships & collaborative action



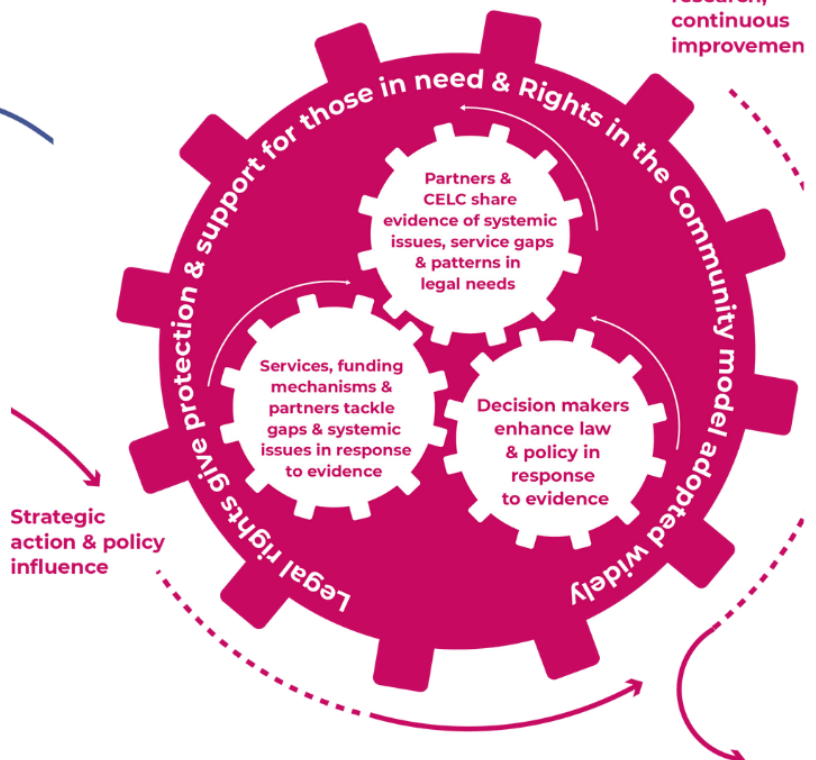
Enhancing work of front line organisations

We build alliances with organisations, pooling evidence of service gaps and patterns in clients' needs and using it as the basis of our activity and collaborative campaigns.

We take strategic action at a local, regional and national level to influence change in policy and legislation, ranging from strategic litigation, membership of local statutory steering groups, boards and advisory bodies through to the work of the Strategic Public Law Clinic, work on national campaigns and responding to calls for evidence.

## Policy

Evidence, research, continuous improvement



Strategic action & policy influence

**Job Title:** HR Associate

**Reports to:** Deputy CEO

**Salary:** Up to £35,624 (Depending on experience)

**Hours:** Full-time (37 hours per week) or part-time considered

**Location:** Coventry

## **Purpose**

To be responsible for the administration and management of the HR and training function within the law centre.

The successful candidate will be subject to a basic DBS check.

## **Responsibilities**

- Ensuring the accurate and secure maintenance of employee records in accordance with GDPR, industry best practices, and compliance standards, to support a complete and reliable end-to-end digital record system
- Lead and support the organisation-wide staff training and development initiatives including one focused on enhancing Equity, Diversity, and Inclusion (EDI) practices within the law centre
- Assisting with and developing recruitment campaigns including overseeing the full administration of the recruitment lifecycle, including posting job adverts, communicating with candidates, coordinating interviews, and managing onboarding tasks such as preparing offer letters and contracts, obtaining references, conducting DBS checks, as well as handling offboarding procedures
- To be responsible for managing the sickness absence process
- Ensure timely implementation and clear communication of any changes to employees' terms and conditions of employment
- Producing clear, consistent, and professional correspondence in alignment with organisational policies, procedures, and best practices

- To be responsible for supporting line managers in addressing performance or staffing issues, including reviewing and implementing an effective performance management policy, and coordinating meetings with employees where necessary
- Producing clear, consistent, and professional correspondence in alignment with organisational policies, procedures, and best practices
- Managing staff relations by addressing queries with discretion and professionalism, ensuring employees feel supported and valued within the organisation
- Support the administration of payroll and employee benefits in coordination with the finance team and external providers, including responsibility for updating payroll providers monthly with any changes affecting staff salaries—such as new starters, leavers, sickness, maternity, or amendments to terms and conditions
- Adopt a flexible, proactive, and solution-focused approach to HR, ensuring colleagues feel supported and valued across the organisation
- Provide support to the Wellbeing Group as part of the HR function, contributing to initiatives that promote employee health, engagement, and overall wellbeing.

### General

- To demonstrate commitment to the aims, principles and policies of the Law Centre and abide by policies and procedures as set out in the Office Manual and Staff Handbook
- To keep up to date with current legislation, case law and policy in relation to your area of law.
- To attend training courses, staff meetings, external meetings and seminars when necessary
- Any other task reasonably required within the context of this post

## **Essential**

- Experience of working in an HR environment in a senior role and can demonstrate ability to support the development of HR processes and practices
- An understanding of the importance of confidentiality within the context of a HR environment
- An understanding of the General Data Protection Regulations and how they apply to the HR function
- Excellent organisational skills, including the ability to prioritise multiple pending tasks and provide realistic timescales for completion, to ensure that key deadlines are met, and to work effectively when under pressure
- High level IT skills including the ability to use Office 365 Microsoft Word, Excel and Outlook
- Accuracy and attention to detail
- The ability to communicate effectively and sensitively with staff and outside organisations/partners
- The ability to be able to convey complex information to staff and management
- The ability to quickly learn new software packages i.e. case management systems, Human Resources Information Systems etc and develop new skills
- Ability to get on with people and be polite under pressure and to work co-operatively as part of a team



- Self-motivated, able to work independently and on own initiative and able to organise workload
- A demonstrable commitment to social justice and a non-judgmental attitude
- Commitment to and understanding of the aims and objectives of the Law Centre

### **Desirable**

- Associate Level Diploma in Human Resources Practice (Level 5)
- Knowledge of the work of Central England Law Centre
- Ability to solve problems – before and after they occur



### To apply for the post you will need to provide

- A completed HR Associate form (link on our website)
- An up-to-date CV which should include the names and addresses of your referees
- A covering letter of no more than two sides of A4 which should include:
  - How your skills, qualities and experiences meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences.
  - Explain how you have applied—or how you intend to apply—HR-related knowledge and community engagement to promote positive change within your workplace or broader community. Where possible, please draw on examples from your professional or voluntary experience.
- A completed equality and diversity form (section 3 and 4 of the HR Associate form)

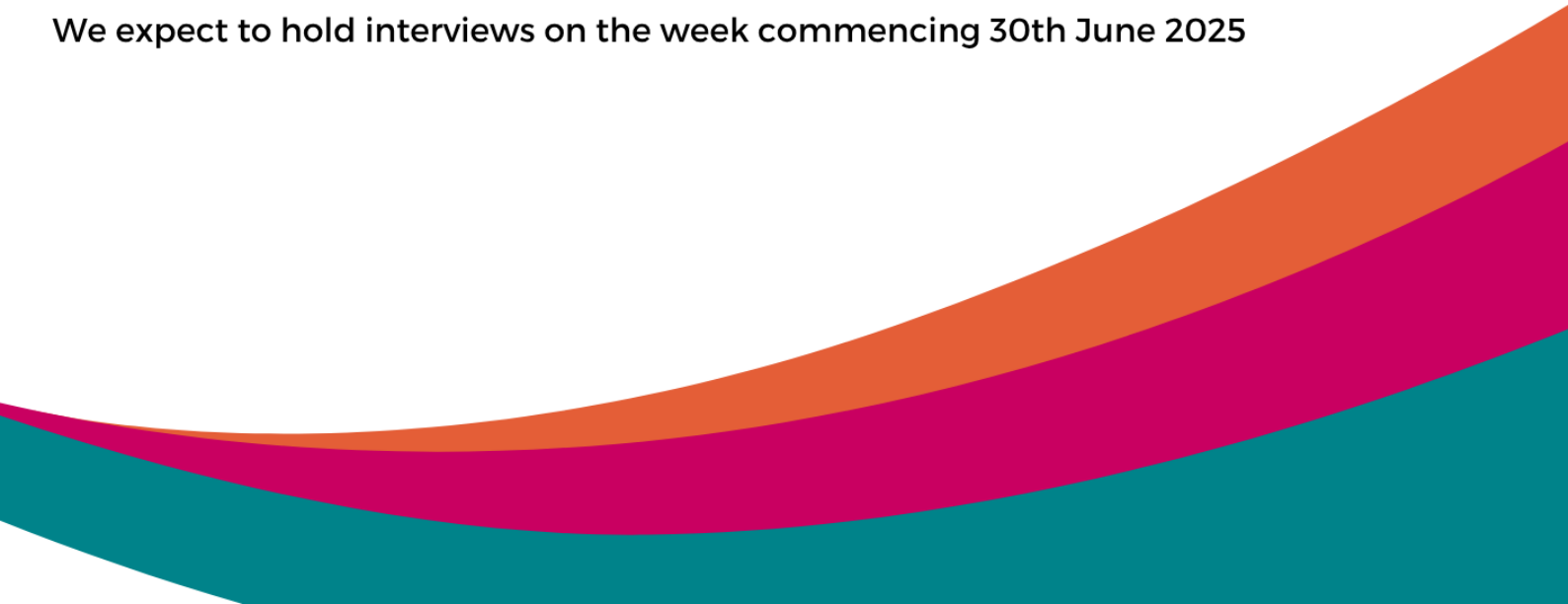
The deadline for the application is 10am on 20th June 2025.

Please do not submit any additional papers. We will only consider the information in the CV and personal statement.

We really want to give you an opportunity to demonstrate your abilities and skills. We therefore strongly suggest that you pay particular attention to the job description and person specification when completing your application.

We will confirm receipt of your application by email. We will then shortlist applications and successful applicants will be contacted by email and telephone and invited for interviews.

We expect to hold interviews on the week commencing 30th June 2025



If you require any adjustments to assist you in making your application or at interview (if you are shortlisted) please let us know.

The interview will last for approximately one hour. The interview panel usually consists of two people which would normally include the relevant team head. You may be asked to provide a short presentation or complete a written test. If this is the case you will be notified prior to your interview and provided with any further information. We will take up references only after interview. We require references from two people who will be able to comment on your suitability for the role. Usually, one should be your previous employer.

We monitor our selection process for compliance with our statement of commitment to equal opportunities. The first and last page of the application form is not available to those shortlisting and considered only after the appointment has taken place and then only for the purpose of ensuring that our selection process is fair.