



HUMAN RESOURCES COORDINATOR

INTERNATIONAL DEVELOPMENT CONSULTANCY

BRISTOL, UK

www.theIDLgroup.com

APPLICATION DEADLINE 19TH FEBRUARY 2012; EARLY APPLICATIONS STRONGLY ENCOURAGED

THEIDLGROUP

theIDLgroup is a consultancy firm which is committed to delivering professionalism and fresh perspectives to the challenge of eradicating global poverty, primarily in Africa and Asia. With 20 years' experience we provide our services to governments, international aid agencies and NGOs worldwide, delivered through five interconnected teams which we call portfolios.

These five portfolios are:

- ⊙ Rural growth and livelihood security;
- ⊙ Natural resource management and the environment;
- ⊙ Governance, institutional reform and political economy;
- ⊙ Social development, and civil society strengthening; and
- ⊙ Development strategies in fragile and conflict affected states.

We have a strong reputation in all our areas of work. Our clients include institutions such as the World Bank, UN agencies, the European Commission, UKAid (Department for International Development), AusAID and NGOs such as Oxfam, Red Cross and CARE.

We are based in a rural environment five miles south of the city of Bristol; we also have offices in West Africa and South-East Asia.

THE POSITION

We are looking for a bright, credible and capable individual to join our Bristol Office as a **Human Resources Coordinator**. The firm is growing, and this new role brings together full responsibility for our HR functions, and is a role that we see as key to the continued development of the business.

theIDLgroup is a project-based business, and our projects are usually delivered through mixed teams of in-house staff consultants (our employees) and independent specialists (whom we call associates). Our clients and projects are usually based in developing countries in Africa and Asia. Associates bring specific country experience or technical expertise to those projects, and each portfolio has relationships with a network of associates. Part of your role will be to assist the portfolios with the management of their networks and roster of associates.

Taking forward the recruitment of additional staff consultants is also an important part of our HR plans; alongside day-to-day attraction and retention, training, assessment, and rewarding of our employees, while also supporting organisational leadership and culture, and ensuring compliance with employment laws.



The position is a real opportunity for someone with drive and ambition, who wants to be able to apply their HR skills and experience in the context of a highly committed team of professionals, working globally on some of the most challenging problems facing our world.

KEY AREAS OF RESPONSIBILITY

The role is broad and includes a wide range of HR management functions. You will be the first point of contact for all HR issues within the firm, and will be responsible for / lead on:

- ⊗ Management of staff training and professional development
- ⊗ Day-to-day staff support, management and development
- ⊗ Staff health, travel, safety and security
- ⊗ Personnel administration and HR information systems
- ⊗ Appraisals and performance management
- ⊗ Management and *theIDLgroup's* 'face' of in-house recruitment
- ⊗ Associate relationship management and recruitment
- ⊗ Management of our internship scheme
- ⊗ Management, team and leadership development
- ⊗ Oversight of HR aspects of our subcontracting processes
- ⊗ Support to meetings of the Board of Directors
- ⊗ Maintaining, developing and building on our Investors in People accreditation.

You will report to the Commercial Director, but will work with everyone in the business.

theIDLgroup hires strong team players who have a positive outlook and a 'can do' attitude. You'll be providing key support at the heart of the team, so you'll need good organisational and prioritising skills, plus the ability to manage your own workload and meet deadlines.

SKILLS/ESSENTIALS

- At least four years experience relevant to this position
- Confident, approachable and outgoing personality
- Excellent communication skills, particularly at senior level
- Strong analytical thinker, but practically minded and results focused
- Good knowledge of basic employment legislation
- Experience in designing and implementing HR policies and procedures
- Excellent administration and record keeping skills
- IT proficient, and keen on using IT to streamline and improve HR and business processes
- Some experience in recruitment / head-hunting
- Commercial attitude
- Experience of managing, supporting and developing a team
- Proactive/enthusiastic about the challenge of making *theIDLgroup* a fantastic employer
- A CIPD qualification or studying towards one would be an advantage.

Experience in a professional services environment would be useful but not essential, as would language skills.

We are looking for the position to commence in Spring 2012. The successful applicant will be expected to live in the Bristol area and be able to travel to our offices (BS21 6SD). You should be willing, if required, to travel for short visits to our offices overseas.

The salary is up to £28,000-32,000 dependant on relevant experience for a 37.5 hour week; with additional benefits of 28 days paid leave plus bank holidays, and a 5% pension contribution (after probationary period). We offer a cycle-to-work scheme and good onsite car-parking.

theIDLgroup invests heavily in creating a culture of quality, professionalism, mutual support and team work. We are proud to have our ISO 9001 Quality Management and Investor in People accreditations through which we pursue a number of formal measures, but more important is the spirit and commitment of our staff to these values. We're not just looking to fill a vacancy: whenever we recruit we are looking for individuals who share our values, are adaptable and resourceful, and who will complement the team and contribute to the development of the firm.

APPLICATIONS

If you are interested in applying for the Human Resources Coordinator position, please submit a succinct CV and covering letter, no later than 19th February 2012 to:

Elizabeth Stockley
Commercial Director
theIDLgroup Ltd
Church and Court Barns
Church Lane, Tickenham
BS21 6SD, United Kingdom

Tel: +44 (0)1275 811345

E-mail: BSTrecruitment@theIDLgroup.com (electronic applications are encouraged)

We will of course respect any confidentiality and strictly abide to the UK data protection laws. *theIDLgroup* is an equal opportunities employer. More information about *theIDLgroup* can be found on our website: www.theIDLgroup.com.