

# Job Pack

All you need to know  
about working at  
Spark2Life



## Introduction

We are delighted you are considering applying for a role at Spark2Life. We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [recruitment@spark2life.co.uk](mailto:recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London and Kent.

**Our mission:** Spark2Life exists to **Prevent Harm & Promote Life.**

- We work to reduce the risk of children & young adults entering the cycles of offending.
- We empower people through holistic therapeutic support to overcome adversity and promote wellbeing.
- We advocate for equitable systems across the communities we serve.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.



## Our values

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthy life rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

***"Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent".***

Dez Brown – CEO & Founder of Spark2Life



# HR Advisor

<b>Salary:</b>	£38,000 – £44,000 per annum
<b>Annual leave:</b>	25 days a year plus England Bank Holidays
<b>Hours:</b>	Full-time (37.5k hrs/week) Flexible working hours: 8am – 6pm
<b>Location:</b>	London
<b>Duration:</b>	Fixed term till March 2027 (with possibility to extend)
<b>Reports to:</b>	Business Development Director

## About the role

From recruitment and onboarding to training and retention, you'll play a key role in building and nurturing a high-performing team aligned to Spark2Life's values. You'll act as a trusted HR partner to support managers and teams, offering proactive and expert advice across a broad spectrum of HR matters. From employee relations and absence management to training delivery and change support, you'll be integral in driving positive employee experiences and upholding Spark2Life's people-first culture.



# Job Description

## Duties & Key Responsibilities

- Support hiring managers with recruitment and selection strategies, ensuring safer recruitment practices are followed.
- Coordinate the appointment and onboarding process, including new starter paperwork, inductions, and successful integration.
- Provide first-line advice on employee relations matters, escalating to HR consultancy where required. Support hearings and appeals with accurate documentation and minute-taking.
- Coach and train line managers in effective people management and leadership skills.
- Advise on absence management, occupational health, wellbeing services, and ensure fair, consistent processes.
- Support offboarding processes, including exit interviews and reporting to senior leadership.
- Contribute to HR policy reviews and ensure compliance with employment law, safeguarding, equality, health and safety obligations.
- Maintain accurate HR records and systems, ensuring GDPR compliance and data integrity.
- Liaise with payroll provider and finance team to support accurate monthly payroll processes.
- Provide HR metrics and workforce data to SLT to inform service improvement.
- Build effective relationships with external agencies such as occupational health, recruitment agencies, and the Home Office.
- Promote proactive HR initiatives that support employee engagement and retention.



# Person Specification

## Essential

- CIPD Level 3 (or equivalent)
- Educated to Degree level or equivalent.
- Experience in HR and payroll administration, or strong administration skills with interest in HR career progression.
- Knowledge of employment law and HR best practice.
- Experience of recruitment strategy and candidate experience.
- Ability to design and deliver learning and development plans.
- Experience of implementing wellbeing initiatives that support staff engagement.
- Strong ability to analyse workforce data and produce reports.
- Proficient in Microsoft Office/Google Suite and HR databases.
- Excellent written and verbal communication skills, including report writing.
- Ability to manage confidential information with discretion.
- Strong interpersonal and influencing skills, able to work independently and in a team.
- Adaptability to a fast-paced and changing environment.

## Desirable

- CIPD Level 5 or willingness to work towards
- Experience supporting or conducting disciplinary hearings.
- Experience producing accurate minutes and HR documentation.
- Coaching/training experience with staff development or appraisals.
- Experience of designing recruitment campaigns and using innovative sourcing strategies (e.g., LinkedIn, social media).
- Familiarity with Applicant Tracking Systems (ATS).
- Experience of managing personnel.



## Being part of the team

### At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

### Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts on gym memberships, retail, groceries, and lifestyle services
- Free access to in-house counselling
- Employee Assistance Programme (EAP) offering free, confidential support
- Team building sessions throughout the year
- Ongoing training and development opportunities
- MediCash app for everyday healthcare support
- Salary sacrifice schemes (cycle to work, technology, motorsave, additional annual leave)
- 10 days paid sick leave per year
- 8% employer pension contribution



## Interview Process

All shortlisted applicants will be invited to attend a first stage online interview for 15min

All successful first stage applicants will be invited to attend a final stage interview at the Spark2Life Head Office in Walthamstow. This interview will include a task and a face-face panel interview.

### **Deadline for applications:**

Interviews will be held on a rolling basis as suitable applications are received. We encourage early applications to avoid disappointment.

### **Interviews to be held on:**

Applications will be reviewed on a rolling basis and the vacancy will remain open until a suitable candidate is appointed. Interviews will be arranged as applications are received.

## How to apply

To apply for this post, please complete an [application form](#)

Please note that a job offer will be conditional on the receipt of a satisfactory Enhanced DBS check and satisfactory references.

### **Equal opportunities matter**

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [recruitment@spark2life.co.uk](mailto:recruitment@spark2life.co.uk).

