



Recruitment Pack  
**HR & Support Officer**

**September 2025**

**Dear Candidate,**

Thank you for your interest in the role of HR & Support Officer.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world.

This is an exciting moment to join Anti-Slavery International. We have recently welcomed a new CEO and are about to embark on the development of a new organisational strategy.

As the organisation develops in the coming months and years, the need for a strong support team increases. Our Programme, Advocacy, Fundraising, and Communications and Impact teams are working on ambitious and exciting plans to raise the profile of our charity, and you will have the opportunity to be part of a growing movement to bring an end to slavery.

This role is managed by the Head of Operations, working with teams and staff across the organisation.

This role will suit someone who has expertise and experience in HR and office management, although the office management role can be learned on the job if necessary. There will be opportunities for development within a supportive development structure, and to work both independently and as part of a team.

The deadline for applications is **23.59 on Sunday 12 October 2025**. Interviews will likely be held on 15-17 October. The start date for this role is 01 December 2025, though flexibility for a later date will be considered for the right candidate.

If you think this fits with your expertise and ambition, we would love to hear from you.

Best wishes

**Koyeli Solanki**  
**Head of Operations**

## Job Description

### HR & Support Officer

GRADE	B1-B4
SALARY	£35,337 to £38,583 per annum
CONTRACT TYPE	Permanent, full time
HOURS	This role is offered as a full-time position at 35 hours per week
LOCATION	Based in Vauxhall, London, with hybrid-working arrangements (minimum of one day a week in office)
DATE	September 2025

## ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible business
- Trafficking
- Climate Change and Slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

This role supports our work by ensuring that our human resources and support services operate smoothly and effectively. Our strategy can only be achieved through our staff, and this role will help us develop and embed policies and procedures to support them and their work.

## THE ROLE

The purpose of this role is to support the development and growth of our HR function, leading on the development and delivery of policies, providing practical support for the employee experience, and implementing the strategy and vision for the organisation. You will oversee and help to develop our recruitment and onboarding processes, the appraisal framework and staff training and development under the oversight of the Head of Operations.

## MAIN TASKS

### **Role purpose**

Lead the development and embedding of our core HR function.

- Ensure that recruitment processes are adhered to, supporting and guiding hiring managers through the whole process. Liaising with the Finance Team and managers to ensure that budgets are followed.
- Manage induction and onboarding processes for new staff, developing these as necessary.
- Manage the annual appraisal process, supporting managers and staff and refining the process, support staff and line managers with development processes and promotions, and reporting to the Senior Management Team (SMT) as required.
- Contribute to the development of HR policies, leading specifically on regulatory policies and procedures.

### **Employee Relations and staff development**

- Develop internal and external training programmes to meet the evolving needs of the organisation. Work closely with SMT and budget holders to ensure appropriate and effective development of staff.
- Act as a focal point for staff well-being. Monitor staff well-being and report to SMT on any concerns or suggestions for improvement through your line manager, while maintaining staff anonymity and privacy.
- Manage our contracts for our Occupational Health and the Employee Assistance Programme. Actively encourage take up and promote this to staff.
- Provide office management support, including acting as the tenant representative in our building, and ensuring that staff have the equipment and services required to work in the office or from home.
- Some minor IT support work, for which training will be provided.

## Equity, Diversity, and Inclusion

- Work with the Senior Management Team and the Board, as well as across the whole organisation, to ensure that Equity, Diversity, and Inclusion (EDI) is embedded across the employee life cycle.
- Contribute to the development of wider EDI work as appropriate, working with consultants and other external bodies as appropriate.

## HR Reporting and Monitoring

- Collate key quarterly and annual HR management metrics and present to SMT and the Board as required to inform decision making.
- Conduct staff surveys as required and provide analysis to SMT.
- Maintain records in line with GDPR and manage the HR platform.
- Work with the Head of Operations in the development and management of HR as required.
- Any other reasonable tasks required to support the organisation.

# PERSON SPECIFICATION

## Essential

- CIPD Level 5 or equivalent.
- Strong communication and interpersonal skills.
- A strong working knowledge of UK employment law.
- Understands the need for confidentiality and sensitivity.
- Demonstrable understanding of HR processes and best practices.
- The ability to analyse data and generate meaningful reports.
- Excellent attention to detail.

## Desirable

- Demonstrable leadership qualities.
- Ability to develop rapport and relationships across teams.

## Benefits

- **Annual leave entitlement of 30 days** plus bank holidays.
- **13 Breather Days a year** (organisation-wide closure days for well-being).

- We pay **6% into our recognised contribution pension with TPT Retirement Solutions**, with a mandatory employee contribution of 2%.
- We offer a range of employee benefits including employee assistance programme, cycle to work scheme, annual flu jabs and annual season ticket loan. We also pay for eye tests and a contribution of £105 towards glasses for every 2 years of working with Anti-Slavery International.

### **Terms and Conditions**

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy.
- There may be a requirement for some out-of-hours work, for which time off in lieu is given.
- The role is subject to a probationary period of 6 months.
- Unison is the recognised trade union.

## How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: [www.antislavery.org](http://www.antislavery.org)

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, setting out why you want this role and explain how your skills and experience support your application.

Employers are required to ensure that any prospective employee has the right to work in the UK. Please confirm in your covering letter if you have the right to work in the UK. Please also include your earliest possible start date in your application.

Please submit your application to **[jobs@antislavery.org](mailto:jobs@antislavery.org)** using the reference 'HR & Support Officer' in the subject line **before 23.59 on 12 October 2025**.

Please also complete the equal opportunities monitoring form using the button on the website. The form is anonymous, and responses will be handled in strict confidence.

Interviews will likely be held on 15-17 October 2025.

**We appreciate the time and effort that applicants invest in applying for opportunities with Anti-Slavery International. Unfortunately, due to high numbers of applications we receive, we regret that **it will not be possible** for us to reply to candidates who have not been shortlisted for interview. If you have not heard back from us within two weeks of the closing date, please consider your application unsuccessful.**

**If you are shortlisted for interview, you may request for reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.**

**Candidates must have the right to work in the UK.**

We are committed in promoting equality, diversity and inclusion across the charity and our workforce. We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT+ and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practices and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

**As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.**



Anti-Slavery International

The Foundry

17 Oval Way

London

SE11 5RR

Tel: +44 (0)207 501 8920

UK Registered Charity No.1049160

**antislavery.org**