

HR job spec template

The template below is an example of how we recruit for our HR roles at Charlie. As a fellow small business, it's free for you to adapt.

Location:

Remote/London

Intro to your company:

At Charlie, we believe the world of work is changing - a monthly salary is no longer enough to keep the best people. We're ready to help small businesses with what we think is most important: people, processes and policies. We're on a mission to Make Work Better.

With our beautifully designed, easy to use HR software, as well as our on-demand HR Advice service, we help over 3000 small companies with the people side of their business.

Summary of the role:

We're looking for someone to join us on an initial 6-month fixed term contract, with the potential to stay on with us full time for the right person. Do you thrive off of building relationships with people? Do you want exposure to the inner workings of everything HR and people-related within a variety of different small businesses? If you do, then this could be an exciting role for you!

In this role you will (role requirements and responsibilities):

- Create and review job descriptions, post recruitment adverts and oversee the hiring process
- Help to manage employee performance
- Support the development of new HR initiatives
- Champion and support learning and development

Requirements:

- CIPD Level 3 qualification
- HR experience, including experience in employee relation issues
- Experience working with fast growth or small businesses is desirable
- An understanding of modern and current HR best practices
- A self-starter with initiative and ambition to do things differently
- A confident communicator
- Passion for the startup sector, as well as small businesses and how they work

Why Charlie? (Why you want to work here)

You'll be joining a company that:

Works in small cross-functional teams with OKRs, so your work is always focused, goal-driven and agile

Is at an incredibly exciting stage of growth

Is made up of 30 close-knit, ambitious and dedicated people who genuinely enjoy spending time together!

Has a clear and transparent career progression framework

Believes in helping every employee develop professionally along their chosen career path

Benefits (Why you want this role)

Salary from £30,000 - £32,000

£500 personal learning and development budget

Co-working office space in the heart of Spitalfields

Great company culture - weekly team breakfasts, lunches, drinks and monthly socials

Company wide retreat twice a year

Monthly "Exploration days" where you can work on whatever you want

Access to Spill - a message-based therapy service

Cycle to work scheme

25 days paid holiday, plus closed between Christmas and New Year

Save time on HR admin

Automate all your repetitive HR tasks and save yourself hours every week to focus on your most important work.

Start our 7-day free trial now

