

Job Description

Job title

HR and Project Delivery Executive

Reports to

The HR and Project Delivery Executive reports to the Governance and Project Management Lead.

ReLondon overview

ReLondon was established in 2008 as the London Waste and Recycling Board. Since then, it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. ReLondon works with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in Circular Economy thinking and practice.

Our 2021-2025 Business Plan sets out our work programme for the next five years and includes the objective of becoming financially sustainable at the end of this period by generating third party funding and commercial revenue. Our work includes activities developed and delivered in partnership with other organisations to promote circular economy principles and, thereby reduce waste and increase recycling and reduce consumption-based emissions.

Role overview

The role will provide HR services to the ReLondon team, including arranging recruitments, keeping the HR system up to date, managing training, helping to deliver workshops to manage change and promote ReLondon's culture. The role will also provide project management and project support to all of ReLondon's teams, ensuring that project dashboards are kept up to date, and provide general business support services.

Responsibilities and Duties

HR

- Provide administrative assistance to the HR function, including but not limited to:
 - Supporting all aspects of the recruitment process including the development of a training programme;
 - Keeping HR documentation up to date;
 - Managing and updating the HR system;
 - Developing and maintaining the knowledge and training systems;
 - Lead and support staff workshops and internal events;

Project Management and delivery support

- Maintain and keep up to date the project dashboard;
- Manage ReLondon's CRM and project management systems, and be first contact any team questions;

- Provide general administrative assistance to the Programme Leads and the central team, including but not limited to:
 - Project Coordination:
 - Process and monitor applications to ReLondon’s programmes;
 - Coordinate external events, workshops and meetings;
 - Meeting Administration:
 - Scheduling meetings;
 - Booking venues and catering;
 - Preparing documentation;
 - Minute taking;
 - Office and facilities management:
 - Assist in managing the office and provision of IT and other central services;
 - Maintain and develop the organisation’s intranet;

Other Duties

- Maintain professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake such other duties, training as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Person Specification

<p>Job Related Knowledge</p>	<ul style="list-style-type: none"> • Knowledge and understanding of public bodies; • Knowledge and understanding of human resource management; • Knowledge and understanding of project management systems and CRM systems; • (Experience with Zoho PM and CRM systems would be desirable) • Knowledge and understanding of change; • Interest in waste and recycling and circular economy, climate change or related renewable and sustainable energy issues;
<p>Skills and Aptitudes</p>	<ul style="list-style-type: none"> • An understanding of equality, diversity and inclusion, and the ability to translate this into action; • Strong influencing skills; • Strong analytical ability and problem-solving capability; • Excellent planning and organising skills with the ability to prioritise between competing demands, including experience of managing and delivering high profile projects on time and within budget;

Qualifications	<ul style="list-style-type: none"> No formal qualifications are required for this role.
Competencies	<p>Leading and communication At all levels, effectiveness in this area is about showing our pride and passion for public service and the environment, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing equality and diversity, and supporting principles of fairness of opportunity for all.</p> <p>Collaborating and partnering People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside ReLondon, whilst having the confidence to challenge assumptions</p> <p>Building capacity for all Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>Achieving positive outcomes Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it's about having a financial and sustainable mindset to ensure all activities and services are delivering added value and working to enhance the circular economy.</p> <p>Delivering at pace Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of ReLondon services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p>

Benefits

- Full-time (37 hrs per week), permanent position
- Grade 5: £36,952- £40,890 (note appointment is expected to be at the bottom of this scale)
- Voluntary employee's contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays