

# Job Description

# HR & Recruitment Manager



**Job Title** / HR & Recruitment Manager

**Location** / London

**Contract Length** / Permanent

**Start Date** / January 2020

**Salary** / £42,000 - £55,000 / depending on experience

We particularly welcome applications from Black, Asian and minority ethnic, Disabled and LGBTQIA+ candidates who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind CVE and wider online harms and do better work.

## The role

Moonshot CVE is recruiting a Recruitment and HR Manager to take day-to-day responsibility for these areas of work in support of the Head of Operations. Your role will be to lead on attracting, and selecting excellent candidates for a variety of roles and functions at Moonshot CVE to enable the organisation's continued growth and development. You will also be responsible for updating and implementing HR processes and policies, to support the effective running of our team.

Specifically this role will involve:

### Recruitment

- **Ensure legal, operational and good practice requirements are met** throughout Moonshot CVE's recruitment and selection procedures.
- **Identify role requirements**, working with managers to develop employee and consultant role descriptions and job specifications meeting the organisation's needs.
- **Attract a pool of high quality candidates** through effective advertising of positions and maintaining lists of prospective applicants.
- **Work to increase the number of Black, Asian and minority ethnic, Disabled, and LGBTQIA+ candidates at all stages of the recruitment process**, to ensure Moonshot CVE continues to build a diverse and inclusive workforce.
- **Lead on the first selection stages**, responding to applicant queries, shortlisting candidates, conducting first-round interviews and organising practical tasks and meetings with the wider Moonshot CVE team to provide a small selection of strong candidates for senior management selection.
- **Agree contract** details with new recruits.
- **Encourage a positive applicant experience of Moonshot CVE**, through providing clear and welcoming communications to applicants within reasonable timeframes.

### Implement HR policies and procedures

- **Implement onboarding and offboarding procedures** to ensure critical information is communicated and collected, checks completed, and new hires are fully equipped to begin their role.
- **Record and manage required information** about employees and consultants.
- **Administer HR systems and services**, including the employee health insurance, procedures for requesting leave, timesheeting etc.
- **Advise the team on existing Moonshot HR policies**, and identify and implement new policies where required.
- **Manage the application of formal policies when required**, such as Grievance and Disciplinary policies and Capability procedures.
- **Ensure all HR systems and processes are fully compliant** within local employment law and company policy, such as GDPR and Moonshot CVE's internal policies regarding the use and storage of employee and consultant's personal data.
- **Support the development of HR systems and processes** appropriate for offices in countries outside of the UK.

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## Requirements

- Demonstrated ability to manage all stages of the recruitment process to attract and select high quality candidates for a diverse range of roles.
- Highly trustworthy, demonstrating the ability to use appropriate discretion in supporting the organisation and its employees.
- A commitment to ensuring diversity and inclusion within recruitment and HR practices.
- Excellent communication and interpersonal skills, including the ability to work with patience and empathy, and have difficult conversations when required.
- Experience in designing and managing effective HR systems, processes and policies.
- Highly organised, with the ability to prioritise between various competing priorities while maintaining an attention to detail.
- A commitment to Moonshot CVE's mission and ethos.
- In addition, we require and will check on candidates' eligibility to work in the UK and conduct DBS checks. Candidates will be expected to undertake and pass any relevant security clearance procedures per the needs of clients.

## Desirable qualifications

- Experience in implementing new recruitment and HR approaches to increase diversity and inclusion within an organisation.
- Experience developing and adapting HR and recruitment processes to other countries.
- Experience recruiting in the fields of software development, marketing, CVE or other areas of Moonshot CVE specialisation.

## About Moonshot CVE

Moonshot CVE is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

### We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

## Working at Moonshot CVE

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

### Our staff say they value:

- **Our shared sense of purpose:** working as a team to find new solutions to global challenges.
- **Personal development opportunities:** a chance to learn new things and get even better at what you already do.
- **Our ideas-driven culture:** opportunities to work with creativity and autonomy whatever your position in our organisation.
- **The diversity of thought:** working with staff from a wide range of personal and professional backgrounds.
- **Open and collaborative working:** being part of a team who support each other to achieve great results.

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## Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

## Benefits package

- Individually tailored training and skills development.
- 30 days' paid annual leave.
- Private healthcare package, including coverage for partners and children.
- Employee Assistance Programme providing access to mental health support.
- Generous maternity and paternity package.

## Application process

To apply for this role please submit your CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

In addition, the application form will ask you to respond to the following questions:

- 1. How would you improve upon the advertising/job spec of this role?**
- 2. Outline a difficult workplace conversation you have had - why was it necessary, and how did you approach it?**
- 3. Why do you think diversity and inclusion matters to Moonshot CVE? How would you work to promote it through recruitment and HR?**

Applications without a cover letter will not be considered.

## [Click to apply](#)