

TOGETHER, EVERY CHILD AND YOUNG PERSON CAN FLOURISH.



People and Culture Advisor
JOB RECRUITMENT PACK

WHO WE ARE

AllChild is a charity working with schools, families, councils and community organisations to ensure that together, every child and young person can flourish.

We're pioneering a new way of investing in children's futures - bringing local partners together to listen, co-design, and remove barriers to support and opportunity.

We believe children need the right support, in the right way, at the right time - rooted in the relationships and communities they know and trust.

We call this creating "SEA" change: improving children's Social, Emotional and Academic wellbeing so they can thrive at school, in life, and in the future they choose.

We are working in West London and Greater Manchester and are now preparing to grow into more places across the country — deepening our local presence to deliver meaningful, long-term support.



THE ROLE AND YOU

ABOUT THE ROLE

Title: People and Culture Advisor
Reports to: People and Culture Director
Start date: ASAP
Location: Hybrid, with 3 days in our London office and 2 days at home
Hours: Full-time (35 hours), Permanent
Salary: £36,000 per annum

AllChild is in a period of growth, with a 5 year strategy to expand to 2 new places each year. In this role, you will be responsible for sourcing, attracting, and hiring top talent to meet the organization's staffing needs. You will partner closely with hiring managers to understand role requirements, manage the full recruitment cycle, and ensure a positive candidate experience from start to finish.

This role is ideal for someone who thrives on understanding the unique needs of a business and translating them into impactful talent strategies. You'll be a trusted advisor, connecting exceptional people with meaningful career opportunities while ensuring every hire contributes to the company's growth and culture.

AllChild is committed to continuous growth and development. The company values innovation, collaboration, and professional development, ensuring employees have the tools and opportunities to thrive. You will also be responsible for reviewing and enhancing AllChild's Learning and Development offer through consultation and in partnership with stakeholders, to deliver excellence and foster a culture of learning.

If you love building teams that drive results and creating pathways for individual success, we'd love to meet you!



KEY RESPONSIBILITIES

Recruitment

- Partner with hiring managers and stakeholders to deliver a seamless end-to-end recruitment process, including requirement gathering, job specification updates, candidate sourcing, interview coordination, and candidate communication
- Coach and support hiring managers through all stages of the recruitment process, ensuring a fair, inclusive, and legally compliant approach.
- Deliver training and update resources for interviewers and hiring managers covering topics such as effective interviewing, unconscious bias, and decision-making.
- Collaborate with People and Culture Director to anticipate and respond to workforce planning needs
- Enhance advertising and sourcing strategies; develop and maintain careers content on the company website, intranet, and LinkedIn.
- Lead on the onboarding process for successful applicants
- Deliver HR and Management induction
- Lead on and manage the continuous improvement of our ATS system

Learning and Development

- Manage and promote our E-Learning platform, creating content as and when required
- Implement initiatives to identify future workforce and talent requirements
- Foster a culture of continuous learning and development across the organisation
- Use relevant data and market trends to inform decision making on talent initiatives and provide insight to make positive change
- Oversee the Apprenticeship programme and manage relationships with external partners
- Identify and arrange external training as and when required

Other

- Support other people and culture projects as and when required
- Provide cover for People and Culture Advisor in absence

PERSON SPECIFICATION

EXPERIENCE, KNOWLEDGE AND COMPETENCIES

- Proven experience in an HR advisory or similar role
- Strong knowledge of employment law and HR best practices
- CIPD qualification (level 5 desirable) or relevant qualifications in Human Resources
- Excellent communication, administration, planning, organisational and prioritising skills
- Experience in managing recruitment and onboarding processes
- Ability to work well under pressure and meets tight deadlines
- Hands-on experience with an HRIS or HRMS and LMS
- Strong decision-making and problem-solving skills
- Meticulous attention to detail
- Commitment to delivering a high level of customer service to our team members and managers
- Sound and up-to-date understanding of effective employee engagement and learning opportunities that promote the attraction and retention of people
- Evidence of continuing professional development

Personal Qualities

- Collaborative, supportive, and a great communicator
- Driven, organised and self-motivated
- Credible and able to influence
- An understanding of mission led organisations and impact led employees
- A flexible, friendly, professional and confident attitude



BENEFITS

ANNUAL LEAVE AND WELLBEING DAYS

We have a generous annual leave policy, of 25 days increasing by 1 day per year up to 30 days. Plus public holidays and a further 3 days of leave during Christmas closure. We also offer 2 wellbeing days per calendar year as a means to support our employees.

ENHANCED SICKNESS, COMPASSIONATE AND FAMILY LEAVE

AllChild pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to 10 days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.

HEALTH CASH PLAN

Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but is not limited to):

- 24/7 Employee Assistance Support.
- Cash back on optical, dental and holistic treatments.
- Physiotherapy.
- Counselling.
- Discount for family activities, such as cinema tickets and gym membership.

SEASON TICKET LOAN

Staff can apply for a season ticket interest free loan. Your loan repayments are spread evenly over 12 months.

CYCLE SCHEME

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

REFERRAL SCHEME

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 6-month probation, the employee will receive a further £200.

HOW TO APPLY

We prioritise safeguarding at AllChild. Our recruitment follows strict guidelines outlined in our Safer Recruitment and Selection Policy. Please read our Safer Recruitment and Selection Policy and complete the online application form.

Deadline: 23 February 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

We are proud to be an employer that puts Equity, Diversity and Inclusion at the core of all that we do, for the benefit of our employees, our partners, and the communities that we work with. We are proud of our diversity and are therefore keen to receive applications from people who may be under-represented in our AllChild community. Please read our EDI statement on our website.

Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

If you have any questions, please contact our People and Culture Team by email: hr@allchild.org