

# Job Description

## HR Advisor



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Job Title - **HR Advisor**

Location - **London**

Contract Length - **Permanent**

Employment Type - **Part time (2.5 - 3 days a week)**

Start Date - **ASAP**

Salary - **£30,000 - £42,000 depending on experience (FTE)**

Moonshot believes that marginalized people in society — including minority ethnic people, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

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### About this role

Do you have a passion for a career in HR and a genuine interest in working for an organisation tackling online harms — from violent extremism and gender-based violence to disinformation and child online exploitation. Do you have experience working in HR and want to develop further?

Moonshot is currently recruiting an HR Advisor to join the People and Culture team. This is an exciting opportunity to grow and gain experience within a fast paced organisation. You will play a central role and will have the opportunity to be involved in a diverse range of activities.

We are looking for an HR Advisor to manage and maintain our HR records. You will be responsible for obtaining and recording confidential HR information, managing the database and supporting the people team with ongoing strategic initiatives. An important part of this role will be to keep up to date with laws and legislations and to support and develop talent through developing policies and managing procedures.

### Your responsibilities will include

- Supporting staffing allocation across project teams.
- Ongoing review and update policies and processes as required in order to keep the employee journey as smooth as possible, and the company compliant and proactive in all HR areas.
- Performing periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Identify, write and implement new policies where required.
- Assisting with identifying training needs, researching training solutions, scheduling, administering, and tracking of training programs for employees.
- Supporting the People team with ongoing strategic initiatives for HR and Recruitment.
- Supporting annual processes such as performance reviews, training and benefits planning in collaboration with the People team.

### Requirements

- Highly trustworthy, demonstrating the ability to use appropriate discretion in supporting the organisation and its employees.

- Demonstrated written communication skills, including the ability to write clear and concise policies.
- Excellent interpersonal skills, including the ability to work with patience and empathy, and have difficult conversations when required.
- Detailed knowledge (from the concept of implementing to maintaining) of HR management, in particular area of employee relations and employment law.
- Strong understanding of HR policy, process and employment legislation.
- Strong organisational skills, with the ability to handle multiple responsibilities simultaneously.
- Demonstrated experience of working with sensitive data or documents.
- Candidates will be expected to undertake DBS checks and pass any relevant security clearance procedures per the needs of clients.

## Desirable

- Experience coordinating staff resourcing across projects or areas of an organisation.
- Experience in designing and implementing HR policies and procedures across other countries.

## About Moonshot

Moonshot 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

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.

**Moonshot Values** that drive and guide our work each and every day:

- **Optimism** – We are ambitious and daring about our ability to impact global problems with innovative solutions, and positive about people's ability to change. We value joy, while pursuing a serious mission.
- **Kindness** – We recognise the unique value of every single member of our team. We care for and support our colleagues, and cultivate a safe working environment for all. We empathise with victims of online harms as well as those at risk of perpetrating them.
- **Authenticity** – We root our work in evidence, and see the humanity behind online harms. We remember the people behind the data points. As we navigate fast-changing trends and increasingly complex environments, we stay true to our mission: one based on creativity, integrity, and hope.

- **Accountability** – We push ourselves to be personally responsible and hold ourselves and others to account in our work; we believe that trust and challenge can co-exist. When we make mistakes, we acknowledge them and find ways to improve. We provide autonomy and opportunity to our team as a pathway to personal growth and collective excellence. We incorporate ethics in all aspects of our decision making.
- **Excellence** – We use our deep regional knowledge and subject matter expertise to deliver high quality work. Where we don't have the knowledge or skills, we find those who do, and build collaborative partnerships.
- **Equality** – We recognise the harms caused by racial inequality and gender inequality globally and especially in our own sector. We commit to our own ongoing education. We actively take steps to dismantle these, and other forms of inequality, through our internal policies and through the delivery of inclusive, ethical and effective programming.

## 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

- 30 days paid leave per annum.
- 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?

How do you meet the requirements of this role?

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

1. What factors do you consider before drafting any new HR policy?
2. Describe a time when you were required to engage staff with an unappealing task, or a decision they disagreed with — how did you go about it and what was the outcome?

Applications without a cover letter will not be considered.

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