

Interim HR and Recruitment Officer
I CAN Central Office, London, EC1V

Contract: Full-Time, Fixed term contract for 3 months (requests for part-time working welcome)
Annual Salary: Up to £25,000 per annum, depending on experience

I CAN is the children's communication charity and our vision is a world where all children have the communication skills they need to fulfil their potential. Serving children and families for 130 years, I CAN today consists of two Ofsted 'Outstanding' special schools, Meath School (Surrey) and Dawn House School (Nottinghamshire); a social enterprise that develops and distributes a wide range of materials, training packages and interventions across the nation; the I CAN Help portfolio of information and advice for parents, carers and practitioners; and is the host for The Communication Trust, a consortium of over 50 organisations in the field of children's communications. I CAN's mission is that no child should be left out or left behind because of a difficulty speaking or understanding.

This is an exciting time to join our organisation. We are seeking an HR and Recruitment Officer to support a peak of work this Summer. The successful candidate will enjoy working across the organisation to support the HR function. In particular, this will involve:

- Managing recruitment campaigns, including in some difficult to fill specialisms.
- Supporting the Director of Corporate Services to undertake a recruitment and retention review.
- Provide assistance and administrative support for implementing apprenticeships
- Inputting HR data into systems and general maintenance/ queries from employees.
- Processing staff changes and ensuring payroll is notified of changes on time.
- Assistance with induction and onboarding.
- Preparation of contracts of employment and variations to contracts.

You will work collaboratively across the organisation and, in turn, influence the charity's ambitions for children, young people and their families.

Full details on the role and supplementary information is available on the I CAN website. To apply, please submit your up to date CV and covering letter by the closing date.

The closing date for applications is 9am, 23 July 2018 and interviews will be held as soon as possible at I CAN's offices in London. Candidates are encouraged to apply early as shortlisting will happen whilst the advert is live.

I CAN is the children's communication charity. We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

I CAN is committed to equality of opportunity in employment and the safeguarding and welfare of children. We carry out the appropriate vetting and verifications on all staff.