

Travelopia

HR Advisor – Exodus Travels Ltd

Location: Surbiton, UK

Business Sector: Exodus Travels

Function: Human Resources

Reports to : Julia Townsend

Contract Terms: Permanent

Band: 5

ROLE SUMMARY

The HR Advisor will support the People Director to deliver a 1st class HR service across its Global Adventure Travel business. They will support and develop the people managers with ER case work, talent attraction, onboarding as well as promote best practice, policy deployment and engagement across the organisation.

The successful candidate will be a confident, pro-active & hands-on HR Advisor who will be an integral part of shaping the change required to achieve the planned growth of the business and development of our people.

They will work closely with the People Director, Central HR Admin, Talent Team and play a key part in delivering a number of strategic HR projects including on-boarding, Recruitment & Retention, Employee Engagement and Development of our People Managers.

WHAT YOU WILL BE DOING

- Provide support, guidance and make decisions on all employee Relations matters. Offer knowledgeable and practical advice regarding Disciplinarys, Grievance, Maternity/Paternity, attendance, performance management, pre-employment checks, flexible working requests
- Support the People Director with any Organisational Design Change projects
- Review and implement existing HR policies, procedures and HR system updates in line with wider HR Central team
- Co-ordinate reporting and present feedback to the People Director in relation to HR KPI's, projects and other HR tasks and actions
- Develop and coach Line Managers with the development of their people

Travelopia

- Support the People Director and Central Talent team regarding attracting, retaining and developing talent
 - Be first point of contact for Managers and employees regarding employee benefits, contract enquires and all BAU HR support
 - Work closely with the central Admin and Payroll teams to ensure processes are followed
 - Support the roll out of training and workshop where required
 - Any other duties as directed
-

WHAT WE ARE LOOKING FOR

Knowledge and Experience:

- Demonstrable HR experience in generalist roles, within fast-growing or transforming organisations
- In-depth understanding of current employment law and HR best practice
- Experience of working on HR Projects plus managing BAU HR
- Ability to influence and coach managers

Qualifications:

- CIPD qualified is desirable, but not essential

Key Skills:

- Must be able to demonstrate excellent analytical, planning and organisational skills
 - Quick thinking, calm, results-orientated, and pro-active, with drive and energy to act in an ambiguous, fast-paced and constantly changing environment
 - Evidence of independent working and decision making with the ability to identify priorities and act upon them in a timely manner
 - Track record of introducing new initiatives, identifying improvements to practices in line with Business & People Strategy
 - Must be a strong relationship builder, adaptable and a credible HR professional
 - Able to coach, mentor and challenge Managers in their thinking and decision making
 - Self-motivated, determined, resilient and tenacious. High level of drive and energy
 - Ability to work under pressure to meet conflicting priorities and deadlines
 - Confidentiality and flexibility are essential with a willingness to support the wider team
-

Travelopia

WORKING WITH US:

Exodus Travels is the UK's original adventure and activity holiday company. Our head office based in Surbiton Surrey is home to our vibrant and enthusiastic team of specialists. We operate across the globe including Australia, North America and Canada and we're passionate about being the best and pride ourselves on the unique and diverse range of holiday experiences we offer our customers.

Exodus is part of the Travelopia Group which is a pioneer in the specialist travel sector, with a portfolio of more than 50 independently operated brands, most of which are leaders in their sector. Sailing holidays, safaris, adventure holidays, sports tours, Arctic expeditions – our brands are as diverse as they are exciting, creating unforgettable experiences for customers across the world.

Join us and in return some of our rewards are:

- Competitive salary
- Various employee discounts and travel offers
- Cycle to work scheme
- Contributory Pension scheme
- Career progression opportunities

HOW TO APPLY:

Please submit your CV and covering letter to the Talent Team on talent@travelopia.com
