



Company: Mothership HQ Limited
Job Title: Human Resources Manager
Location: London
Salary: £13,000 to £15,000 (FTE: £28,000 to £30,000)
Full/Part time: Part-Time, Mon to Fri, 10am to 2pm
Length of employment: Permanent
Start Date: ASAP
Closing date:

About the company and who we are looking for to join our team:

Mothership HQ Limited (“MHQ”) is the parent company of the Mothership Group which owns and operates bars and nightclubs and produces innovative events in the buzzy and vibrant social scenes of London and Brighton. Presently comprising four venues and organising over 1000 events a year, the business plans rapid growth in the coming years. The company has a passionate Board, with a record of success in the hospitality and event sector. We are seeking a like-minded Human Resources Manager to join the team at MHQ.

Responsibilities:

- Work with the Operations and Finance Director to shape HR and meet the vision of the Group by implementing and monitoring key systems and processes
- Leading the implementation of policies and practices
- Managing performance management processes and identifying training needs as required.
- Management of recruitment and L & D budget
- Timely preparation of new starter documentation
- Advise, manage and attend all aspects of disciplinary procedures and grievance meetings ensuring all processes follow legal requirements.
- Maintain all employee records, sickness, absence, holiday, maternity, paternity, review meetings, training etc.
- Manage leavers process including Exit Interviews and reporting on feedback to Directors
- Provide the finance team with monthly payroll information
- Ensure information on the HR and payroll system is accurate and updated on a timely basis
- Keep management up to date with any changes in Employment Law; interpreting and advising where necessary
- Advising Directors on pay and other remuneration issues, including benchmarking against the market trend
- Coordinate Career Progression, assisting in process as and when required
- Proactively communicating with all department heads, succession planning and building links with the teams.

Ideal Candidate:

- Readiness to work hard where needed to meet deadlines
- Excellent communication skills to facilitate timely resolution of issues

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- A willingness to learn and develop
- Knowledge of Employment Laws and regulations
- Experience in hospitality/events business

Benefits:

- 20 days holiday per year (pro rata)
- Generous staff discount on food and drink in venues
- Generous company bonus
- Staff Group wide Christmas Party
- Opportunity to go on overseas trips to learn about products

Application:

For more information or to apply please email your CV and cover letter to David Jenkinson – Finance Director: David@mothershipgroup.com

Due to the high level of applications expected we will only be replying to those that have made it through to interview stage.