

Refugee & Migrant Justice



**HR Administrator -
Part time
Job Pack**



rmjustice.org.uk

About Us

Refugee and Migrant Justice (RMJ) is one of the UK's largest charities providing immigration and asylum advice, dedicated to supporting refugees, asylum seekers, and vulnerable migrants to access justice and rebuild their lives.

As an IAA Level 3 accredited organisation, we represent clients at every stage of the immigration and asylum process, including appeals up to the Upper Tribunal of the Immigration and Asylum Chamber. Our work also extends beyond legal advice: we support individuals facing destitution to access housing, financial assistance, and other essential services to which they are entitled.

At RMJ, we are not only committed to delivering high-quality legal support—we are also working to change the system. Our team actively campaigns for a fairer and more humane immigration system. This means our caseworkers have opportunities to contribute to strategic litigation, policy engagement, and wider advocacy work that drives meaningful change.

We are proud to have recently been recognised as a Great Place to Work, reflecting our commitment to building a positive, inclusive, and supportive workplace where our staff can thrive while making a real difference.

We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, and those who are migrants or refugees, and who have lived experience of the impact of UK immigration policy and/or of rough sleeping. This includes individuals with direct experience or experience gained through supporting family members with the challenges posed by immigration and asylum practices—those who have been or could have been clients of RMJ.

We guarantee an interview to refugees, stateless people and others with lived experience of forced migration, as long as they meet at least 50% of the essential criteria.

If you are passionate about justice, human rights, and supporting some of the most vulnerable people in society, we would love to hear from you.

Role Overview

The HR Administrator will play a key role in supporting the HR function, ensuring efficient management of HR systems, accurate record-keeping, and smooth onboarding and offboarding processes for staff and volunteers. This role also provides recruitment support, manages pre-employment checks, and assists with general HR administration.

Reporting to: People & Culture Manager

Contract duration: 12 months fixed term contract

Hours of work: 15 hours per week. Open to candidates who can work 15 hours across three days.

Salary: £30,000 (FTE). 28 days annual leave plus statutory holidays and 6% pension contribution.

Other benefits: Cycle to work scheme, tech scheme, enhanced maternity and paternity leave, eye care vouchers, access to staff discounts and employee assistance program.

Place of work: The normal place of work will be at the People's Place 80-92 High Street, Stratford E15 2NE. As part of our hybrid working model, staff are expected to come to the office 40% of their weekly working hours.

Key Responsibilities

HR Systems & Data Management

- Maintain the HR system, ensuring all employee and volunteer records are accurate, up-to-date, and securely stored.
- Assist with routine data entry. Collect, scan, and file new starter documents, ensuring all forms are complete and compliant
- Handle sensitive employee and volunteer information with confidentiality and accuracy.

Onboarding & Offboarding

- Manage the full onboarding and offboarding processes for staff and volunteers.
- Prepare and issue employment contracts.
- Coordinate induction training and arrange induction meetings for new starters, maintaining proactive communication with line managers.
- Complete starter and leaver checklists to ensure all procedures are correctly followed.

Pre-Employment Checks

- Conduct Right to Work checks and process DBS checks for staff and volunteers.
- Request and follow up on employment references.
- Monitor and manage expiring DBS checks to maintain compliance.
- Track and follow up on visa expirations, ensuring all staff have a valid right to work documentation.

Recruitment Support

- Post job adverts on relevant platforms (e.g., Charity Jobs) and circulate vacancies internally.
- Support line managers with shortlisting candidates for open positions.
- Coordinate interview schedules, including liaising with candidates and Trustees as needed.
- Manage the recruitment inbox, track applications, and notify unsuccessful candidates.
- Ensure job adverts are removed from the website promptly once roles are filled.
- Assist staff with benefits, including issuing eye care vouchers.

Key Responsibilities

General HR Administration

- Send reminders for probation reviews, training deadlines, and document submissions.
- Coordinate reward and recognition programmes and staff away days.
- Draft and issue staff letters (e.g: Mortgage purposes /Home Office requests).
- Assign training via the CLC platform, follow up with staff who have not completed mandatory training, and maintain accurate training records.
- Organise mandatory in-person training that cannot be completed online.
- Collate information for the staff newsletter and work closely with the communications coordinator to produce and distribute it.

Person Specification

- CIPD Level 3 qualification (or equivalent) in Human Resources.
- Strong organisational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to handle confidential information with discretion.
- Experience using HR systems and carrying out general HR administration duties.
- Basic knowledge of employment law.
- Experience with DBS checks and recruitment processes is desirable.

Flexibility

The post holder is expected to be responsive to RMJ's policies, priorities and the changing needs of the organisation and will be expected to adapt their workload as required.

How to Apply

Only candidates who submit CV and a cover letter will be shortlisted. The cover letter must clearly outline their motivation for applying and demonstrate how they meet the essential criteria of the person specification. To apply, email your CV and cover letter to recruitment@RMJustice.org.uk

We understand that some applicants may choose to use tools such as CHATGPT or other AI platforms to help write their cover letter. We want to remind our applicants that if you are going to use these tools, it is important that your response genuinely reflects your own experience, your understanding of the role and your motivation to wanting to work with us. We have found that when applicants rely heavily on AI, cover letters can become generic and similar to one another.

Please note that we do not use AI at any stage of our shortlisting process. Applications are reviewed by our team, with a focus on your experience, skills and suitability for the role.

The closing date for applications is 3rd June 2026. Applications received after this date will be unlikely to be considered. Successful applicants will be invited to an interview, scheduled for the week of 15th June 2026.

The selection process includes a panel interview approximately 45 mins, followed by a 25-minute written exercise.

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