



HR Officer

Recruitment Information Pack

October 2026



RCSLT

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Welcome from the CEO, Steve Jamieson



I am delighted that you have expressed an interest in the Royal College of Speech and Language Therapists (RCSLT). We are a team of supportive, compassionate, and collaborative professionals committed to creating a society that is **inclusive** of all with communication and swallowing needs.

Having joined the RCSLT in March 2023 as the CEO, I am thrilled to be leading the organisation through its next phase of growth. Through support from our members, colleagues and Board of Trustees, we are making significant strides in delivering our [strategic five-year plan 2022-2027](#) while simultaneously architecting our vision for 2027-2030. We have just commenced our planning for our new strategic plan and undertaking a major consultation with our membership and stakeholders to establish our key priorities for the coming three years. Central to this journey is our unwavering commitment to remaining an **inclusive and great place to work**.

Everyone who works at the RCSLT plays a key role in **delivering excellence to our members**. As the voice of speech and language therapists (SLT) in England, Northern Ireland, Scotland and Wales, we are looking for highly motivated and talented people who are passionate about the work of the RCSLT and can align with our [Vision, Mission and Values](#). We aim to be an employer of choice and a high performing organisation where people feel valued, heard, and supported to achieve their full potential. We want to make sure that all our employees have the resources and tools they need to enable them to thrive and deliver their best work.

More about the RCSLT: We are a professional body for SLT in the United Kingdom. We support and represent over 24,000 members. We have offices in London, Belfast, Edinburgh, and Cardiff. We employ approximately 65 employees, primarily based in London with hybrid working arrangements.

Our vision: A society that is inclusive of all with communication and swallowing needs.

Our mission: is to enable better lives for people with communication and swallowing needs. We do this by facilitating and promoting research, producing guidance, holding events, and influencing government. We promote better education and training for SLT and provide information to our members and the public about speech and language therapy. This is how we work: [Our governance and leadership](#).

Our values:

- **Accountable** – we take responsibility for our actions and value constructive, kind and honest feedback.
- **Belonging** – we build a sense of belonging together by valuing equality, diversity and inclusion in all that we do.
- **Integrity** – we are honest, transparent, and trustworthy.
- **Professional** – we are competent, innovative, reliable and effective.
- **Compassion** – we create compassionate and supportive connections, working together as one team through successes and challenges.
- **Empowerment** – we are empowered to try new things and learn from mistakes, so we grow professionally and personally.

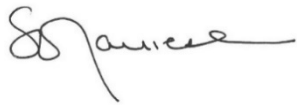
Equity, Diversity, and Belonging (EDB): At the RCSLT, we believe a strong profession is an inclusive one. Our vision is to build a profession where every voice is valued, every identity respected, and every practitioner and staff member is empowered to thrive. Our values guide all our actions, and we are committed to fostering an environment that challenges inequality, champions diversity, and promotes inclusion at every level.

We strive to build an inclusive working environment where opportunities are open to all, diversity is celebrated and valued, and everyone feels respected, empowered and safe. We are dedicated to embedding EDB practices throughout our recruitment and selection procedures and welcome applications from candidates regardless of their age, disability, neurodiversity, religion or belief, gender identity, sexual orientation, ethnicity, or race.

The RCSLT's new vision and strategy sets out our priorities, including our aspirations for taking this forward as an organisation. We encourage you to explore [our EDB vision and strategy](#), [our comprehensive resources, guidance, and update](#), and [our anti-racism statement – reaffirming our vision and commitment](#).

If you are excited by the work of the RCSLT and would like to know more about our current vacancy, please read our recruitment pack below for more details.

Kind Regards,



Steve Jamieson MSC BSc (Hons) RN
Chief Executive Officer



The role



Job title:	HR Officer
Reports to:	Head of Human Resources
Hours:	Full time (35 hours per week)
Location:	Office based – London (hybrid model with an expectation of 2 days in office p/w)
Contract type:	Permanent
Key relationships:	Executive team, line managers, payroll team, corporate services team, staff members and external vendors

Job Context

The Royal College of Speech and Language Therapists (RCSLT) is the professional body for speech and language therapists, support workers and students across the UK. We champion high-quality speech and language therapy, influence policy, set professional standards, and support our members to deliver life-changing care.

The Royal College of Speech and Language Therapists (RCSLT) is the UK professional body for speech and language therapists. Our mission is to improve the lives of people with communication and swallowing needs by empowering our 24,000 members, influencing decision-makers, educating the public, and getting our message out as widely as possible. We employ around 65 staff, based in London and the nations. Our HQ is in London Bridge.

This is a permanent position within the Finance and Resources Directorate. The role reports directly to the Head of HR, who in turn reports to the Director of Finance and Resources.

Job Purpose

The HR Officer plays a key role in the delivery of a high-quality, efficient and people-centred HR service across the organisation. Acting as a first point of contact for HR queries, the postholder supports

managers and employees throughout the employee lifecycle and contributes to a positive, inclusive and engaging employee experience.

The role is responsible for coordinating and delivering a broad range of HR activities, including recruitment, onboarding, learning and development, employee administration, payroll support, HR systems management, employee engagement initiatives, reporting, and offboarding. The postholder ensures HR processes are delivered consistently, accurately and in line with employment legislation, organisational policies and good practice.

Working closely with the Head of HR, the HR Officer will contribute to the development of HR initiatives, projects and continuous improvement activities that support organisational priorities and enhance the effectiveness of people processes, systems and practices. The HR Officer collaborates with managers, employees, external suppliers and stakeholders across the organisation to support the delivery of HR Plan and wider organisational objectives.

Scope and Accountability

The HR Officer is responsible for managing and prioritising their own workload, delivering a range of operational HR activities with a high degree of accuracy, professionalism and discretion. The postholder will make routine decisions within established policies, procedures and delegated authority, escalating complex, sensitive or high-risk matters, including employee relations cases and policy interpretation issues, to the Head of HR as appropriate.

The role requires a high degree of professionalism, discretion and confidentiality when handling sensitive employee information. The postholder is expected to identify opportunities for improvement, recommend solutions and take ownership of designated HR initiatives and projects. The HR Officer may lead specific HR projects, workstreams or organisational initiatives within agreed parameters, engaging stakeholders and coordinating activity to ensure successful delivery.

Responsibility for Resources

- Information resources (e.g., HR systems and databases, external e-learning system and databases).
- Coordinating relationships with HR suppliers, training providers, recruitment agencies and other external partners.

Key Responsibilities

Employee Lifecycle

- Coordinate and administer end-to-end recruitment processes, including preparing recruitment materials, advertising vacancies, liaising with hiring managers, arranging interviews and supporting selection activities.
- Provide guidance to hiring managers and interview panels on recruitment processes, inclusive recruitment practices and relevant employment legislation.
- Liaise with recruitment agencies and other external suppliers as required.
- Coordinate onboarding activities and ensure new starters receive the necessary information, equipment, access and support to integrate effectively into the organisation.
- Act as a key point of contact for new employees throughout their onboarding period.

- Support the planning and delivery of organisational induction activities.
- Maintain recruitment records and monitor recruitment metrics, producing reports and insights as required.
- Coordinate employee changes throughout employment, including contractual changes, salary changes, flexible working arrangements and other employee lifecycle events.
- Manage and coordinate offboarding activities, including exit interviews, and other administration.

HR Operations and Advice

- Act as the first point of contact for HR queries, providing timely and accurate advice to employees and managers on routine HR matters.
- Prepare contracts of employment, offer letters, contract variation letters, and other people-related correspondence for Head of HR to review.
- Maintain accurate and up-to-date employee records in line with organisational requirements and relevant legislation.
- Administer HR processes and activities, including probation reviews, annual leave, sickness absence, and other employee-related matters.
- Provide payroll support, ensuring accurate and timely information is communicated to payroll colleagues.
- Support the administration of employee relations processes, including preparing documentation, arranging meetings and taking notes where required.
- Contribute to the consistent application of HR policies, procedures and good practice across the organisation.

Learning, Engagement and Development

- Analyse learning and development needs and make recommendations to support the development of an annual learning and development plan.
- Coordinate the centralised learning and development activities that support organisational and individual development needs.
- Administer mandatory learning programmes and learning management systems (e.g., iHasco).
- Source, evaluate and coordinate external learning providers and training resources to meet identified development needs.
- Liaise with learning suppliers to agree programme content, learning outcomes, logistics and delivery requirements.
- Monitor training completion, participation and effectiveness, producing reports and recommendations as appropriate.
- Support the delivery of staff experience surveys and other engagement activities.
- Assist with HR communications, guidance materials and employee-facing resources to ensure staff are informed and engaged.

HR Systems, Data and Compliance

- Administer and maintain the HR system (Personio) and other HR-related platforms, ensuring data accuracy and integrity.
- Support the effective use of HR systems and technology.
- Produce HR reports and management information where required.

- Analyse HR data and employee feedback to identify trends, risks and opportunities for improvement.
- Ensure HR records, documentation and processes comply with employment legislation, data protection requirements and organisational policies.
- Support HR compliance activities, audits and assurance reviews, ensuring HR records, processes and documentation meet statutory and organisational requirements.
- Conduct periodic audits of HR records, systems and people processes, identifying areas for improvement and following up actions.
- Monitor developments in employment legislation and HR best practice, escalating implications to the Head of HR as appropriate.

HR Projects and Continuous Improvement

- Support, coordinate or lead HR projects and initiatives within agreed areas of responsibility.
- Contribute to the development and implementation of people-related initiatives that support organisational priorities.
- Identify opportunities to improve HR processes, systems and employee experience through innovation, simplification and improved ways of working.
- Undertake research, benchmarking and analysis to support evidence-based decision making and service improvements.
- Undertake any other duties, projects or responsibilities that are reasonably commensurate with the level and nature of the role, as requested by the Head of HR or the organisation.

Communications and Key Working Relationships

The postholder will build and maintain effective working relationships across the organisation, providing a responsive, professional HR service.

As a first point of contact for many HR matters, the postholder will communicate clearly and effectively with employees, managers and external partners, providing guidance on routine HR processes, policies and procedures. They will ensure HR information, advice and communications are accurate, timely and accessible.

The postholder will work collaboratively with colleagues and stakeholders to coordinate HR activities, gather feedback, resolve issues and support the successful delivery of HR initiatives, projects and organisational priorities.



What do we need from you?



Person specification

Knowledge and Qualifications

- Good standard of general education (essential).
- Understanding of the HR function, either through relevant experience or a professional qualification (essential).
- Relevant experience in recruitment and/or learning development is a plus (desirable).
- Some knowledge of UK employment law and HR best practice, gained through practical experience or formal study (desirable).
- CIPD qualification (or working towards) (desirable).
- Understanding of HR data and reporting (desirable).

Experience

- Experience serving as a first point of contact for employees on general HR enquiries and support (essential).
- Experience of managing personnel records and confidential information (essential).
- Experience contributing to process improvements or administrative efficiencies (essential).
- Experience supporting the coordination or delivery of learning and development activities (essential).
- Experience supporting or coordinating recruitment (essential).
- Experience of using HR information systems (essential). Having experience using Personio is a plus.
- Experience of writing HR letters and drafting employment contracts (desirable).

- Experience producing reports, analysing data or using information to support decision-making (desirable).

Skills & Abilities

- Excellent interpersonal and communication skills and ability to collaborate and establish relationships with a range of colleagues at all levels, using discretion and tact (essential).
- A meticulous attention to detail and accuracy (essential).
- Ability to manage employee enquiries professionally and maintain confidentiality (essential).
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines (essential).
- Confident using HR systems and Microsoft Office tools (essential).
- Ability to analyse information, identify trends and present findings clearly (essential).
- Strong written communication skills (essential).

Personal Qualities

- Proactive, self-motivated, and able to work independently with initiative and enthusiasm (essential).
- Discreet and professional when handling confidential and sensitive information (essential).
- Strong team player and able to constructively engage colleagues through both formal and informal routes (essential).
- Adaptable and responsive to change (essential).
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work (essential).
- Commitment to the aims and charitable objectives of the RCSLT (essential).

Other: Occasional travel within the UK if required.

Please note: We can only accept applications from those who have full working rights in the UK, we cannot offer sponsorship for this role.



What will you receive?

Salary: £36,406 per annum FTE (London based salary) + excellent benefits.

Probationary period: 3 months.

Generous annual leave entitlement: 25 days paid holiday (plus bank holidays) which increases with service plus additional closure days between Christmas and New Year.

Pension scheme: Stakeholder pension contribution of 9% from the RCSLT.

Employee Assistance Programme: Access to a free, 24/7 completely confidential telephone helpline for all employees and their family members.

Life Assurance: Group life assurance scheme which pays out 4x salary in the event of death in service.

Other employee benefits include:

- Access to **training and development** opportunities
- **Flexible working/hybrid working** arrangements.
- **Season Ticket Loan** scheme.
- **Cycle to Work** scheme.
- **Family friendly** policies and procedures including enhanced maternity and paternity leave and pay.
- **Occupational Sick Pay** scheme
- **Eye care** voucher scheme
- Opportunity to become a member of our **affinity groups** and more!



How to apply & Recruitment timetable:

Closing date for applications: Tuesday 27 October 2026 at 9am.

Interviews: Our interview process will take place virtually via Microsoft Teams from the 4 November 2026. There may be a task to complete as part of the recruitment process.

Your application should consist of:

1. A full **CV** including the names and addresses of two referees (at least one should be from your current/most recent employer). Referees will not be approached until the final stages and not without your consent.
2. A **cover letter** of no more than 2 sides of A4 detailing why you are interested in joining RCSLT as the **HR Officer** and how your skills and experience meet the essential criteria of the role. (Please note that for your application to be considered you need to submit both your CV and cover letter).
3. Completed applications should be submitted through our recruitment portal, Personio. **Note:** The successful candidate must have the right to work in the UK.

Should you wish to discuss the role in strict confidence, or for more details about the role, please contact the HR Team (hr@rcslt.org).

Our recruitment principles

We are committed to a fair, transparent, and inclusive recruitment process. All applications are handled with strict confidentiality to protect your privacy and encourage openness throughout the process.

Our commitment to Equity, Diversity, and Belonging (EDB)

The RCSLT is committed to fostering an inclusive and equitable workplace where everyone feels valued and a sense of belonging. We aim to embed equity, diversity, and belonging practices throughout our recruitment and selection procedures. We strive to ensure everyone is valued equally for their contribution, experience, knowledge, and skills. We welcome applications from candidates of all different backgrounds.



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