ROLE DESCRIPTION FOR HIDAYAH HR OFFICER

We are seeking a committed and organised HR Officer to oversee Hidayah's HR activities, including volunteer recruitment, onboarding, training, engagement, and retention. You will also develop HR policies and support effective people management across the charity.

Hidayah is a UK-based charity supporting LGBTQI+ Muslims through safe, inclusive spaces, wellbeing, and social justice.

Location: Remote (UK-based preferred)
Reporting to: Chair
Role type: Volunteer
Time commitment: 5–6 hours per week (flexible)

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Oversee volunteer recruitment and selection.
- Manage volunteer onboarding, induction, and training.
- Develop and review HR policies and procedures.
- Coordinate volunteer development and training opportunities.
- Promote volunteer engagement, satisfaction, and retention.
- Support volunteers and address HR-related concerns.
- Maintain accurate and confidential volunteer records.
- Develop and update volunteer role descriptions.
- Promote equality, diversity, inclusion, and fair practices.

To apply for this role, please send your **CV and cover letter** to Emmanuel at hr@hidayahlgbt.co.uk.

- Report to the Chair on recruitment, volunteer performance, and HR activities.

PERSON SPECIFICATION

Essential Criteria

- Experience in HR, recruitment, volunteer management, or people coordination.
- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- Ability to recruit, onboard, train, and support volunteers.
- Knowledge of HR policies, procedures, and best practices.
- Ability to handle confidential information with discretion.
- Strong interpersonal skills and the ability to work collaboratively.
- Commitment to equality, diversity, inclusion, and Hidayah's values.
- Ability to work independently and manage competing priorities.
- Availability to commit 5–6 hours per week.

Desirable Criteria

- Relevant HR qualification or professional training.
- Experience working or volunteering within a charity or non-profit organisation.
- Experience developing HR policies, handbooks, and role descriptions.
- Familiarity with CRM systems and digital record-keeping tools.
- Experience reporting to senior leadership or a Board of Trustees

WHAT BENEFITS DO I GET FROM THIS ROLE?

- Gain valuable HR management and leadership experience.
- Enhance your CV and career development opportunities.
- Develop recruitment, volunteer management, and strategic planning skills.
- Build professional networks within the charity sector.
- Make a meaningful impact by supporting Hidayah's mission and community.

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