



supporting  
social  
employers

# Senior HR Advisor Recruitment Pack



EVH Limited  
5th Floor  
137 Sauchiehall Street  
Glasgow  
G2 3EW

0141 352 7435  
[www.evh.org.uk](http://www.evh.org.uk)



supporting  
social  
employers

# CONTENTS

→	<b>Welcome from the HR Support Manager</b>	Page 3
<hr/>		
→	<b>About EVH</b>	Page 4
<hr/>		
→	<b>Meet the Team</b>	Page 5
<hr/>		
→	<b>Job Description &amp; Person Specification</b>	Page 6
<hr/>		
→	<b>What we Offer</b>	Page 9
<hr/>		
→	<b>Key Dates</b>	Page 11
<hr/>		
→	<b>How to Apply</b>	Page 12
<hr/>		

→ WELCOME

## WELCOME FROM THE HR SUPPORT MANAGER



Thank you for considering the opportunity to join EVH as our Senior HR Advisor. This position offers a unique chance for an HR professional to engage with the not-for-profit sector across Scotland, providing innovative and diverse HR support, training and consultancy services.

As part of the HR Support Team, you will provide professional, reliable advice and guidance to EVH member organisations across a wide range of HR and employment matters. You will manage employee relations cases that can be complex in nature, often requiring onsite support to achieve positive outcomes. The role involves developing and delivering training, supporting consultancy projects such as restructures, redundancy programmes, job evaluations, and supporting change processes. By providing practical, up-to-date, and solution-focused advice, you will support EVH members in managing their people effectively.

At EVH, we pride ourselves on our people-centred and supportive culture, aiming to deliver the best for our staff and the organisations we support. While the team works together to deliver our service, you will work on your own to manage your workload and prioritise your time. Your contribution will be vital as we navigate upcoming changes to the Employment Rights Bill and continue to develop our services as the future of workplaces change.

If this sounds like the opportunity for you, we would love to hear from you by completing the application form for the role.

Good luck

*Lorna*

Lorna Ravell  
HR Support Manager



*//we are// adaptable/ dedicated/ friendly/ honest/ motivated/ resilient/ quirky*

EVH – Supporting Social Employers (EVH) is an Employers Federation founded in 1978 and governed by a dedicated voluntary board. Initially rooted in social housing organisations, EVH has expanded its support to over 135 not-for-profit organisations across Scotland.

Our role is to advise and provide solutions, to help members recruit the best people and to provide ongoing training to staff and governing body members alike – all with a view to ensuring the organisation remains viable and continues to perform at the highest possible level. We do all this on the back of our over-riding belief in localism and the power of local people to improve their communities.

We offer two categories of membership to support organisations in their role as the employer:

- **Full Members** - Where a standardized system of salaries and grades, along with terms and conditions collectively bargained with UNITE are adopted. This system is fully implemented by approximately 85 employers, covering around 5,000 staff members.
- **Associate Members** - They set their own salaries and adopt their own unique set of terms and conditions of employment. We support around 55 of these employers.

Beyond these services, EVH collaborates with partners like Thistle Tenants Risk, Rowan Employee Counselling, Optima Health, and ACS for health and safety to support members in their role as an employer.

At EVH we support initiatives such as **CHAS** - Children's Hospices Across Scotland and the **Dolly Parton Imagination Library**, underscoring our commitment to supporting communities. Our fundraising efforts throughout 2025 have been focused on reaching an overall total of £150,000 raised for CHAS through a range of activities.

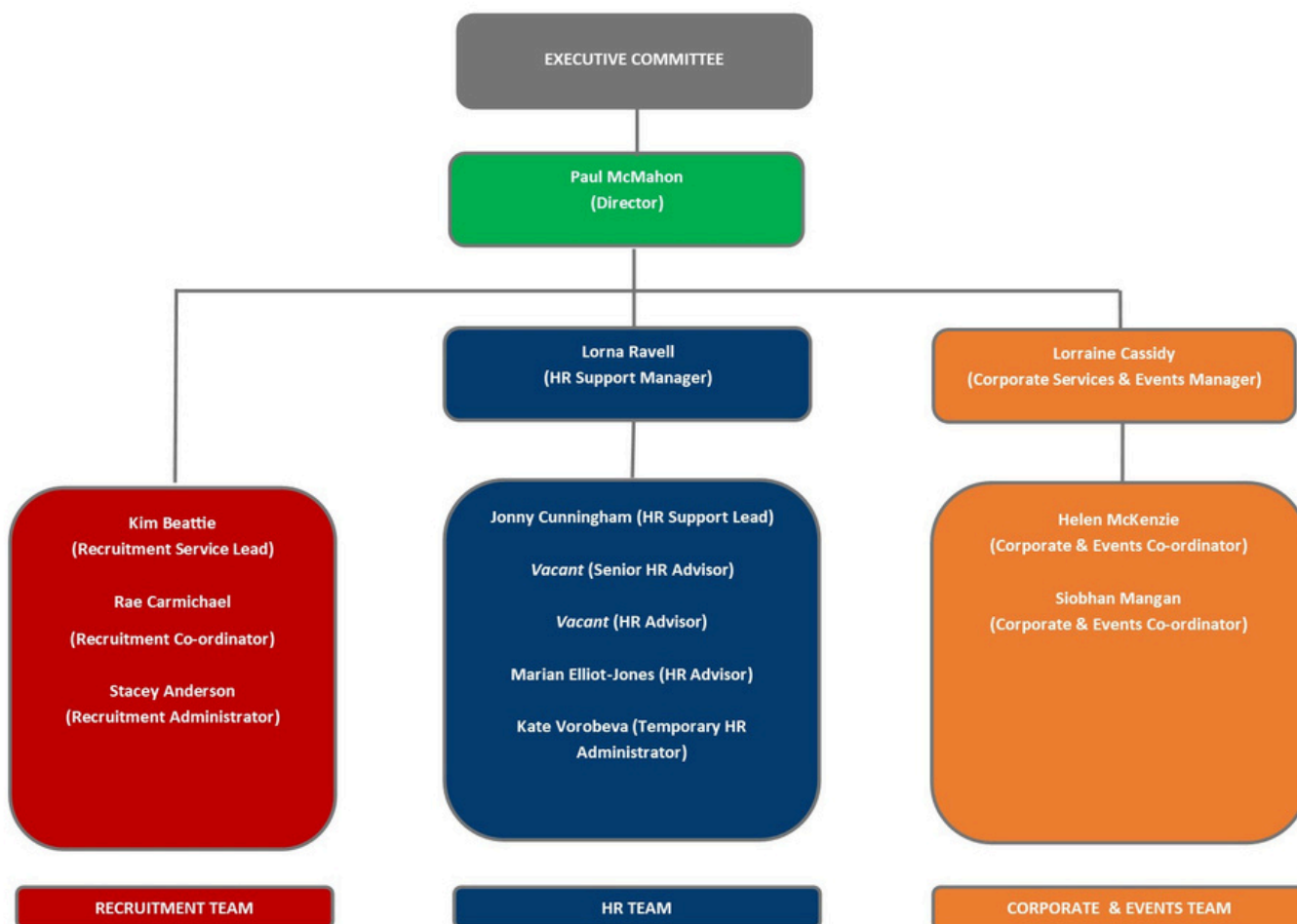
We work in a positive, supportive environment here at EVH where everyone's point of view is listened to. While we are all busy fulfilling our respective roles, we make sure that fun and humour are a big part of our working life. Our monthly all staff meeting allows us all to come together in the office to share important updates, have lunch together and from time to time, enjoy some socialising beyond working hours.

We recently launched the EVH wellbeing group, the Health Heroes, which is at the heart of our everyday work. We hope to use this platform to prioritise the overall wellbeing of our staff, offering a blend of fun and informative activities ensuring that wellbeing is integrated into every aspect of our workplace culture.

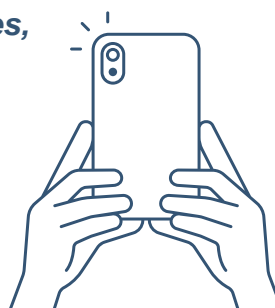
If you value honesty, motivation, resilience, and a touch of quirkiness in your workplace, we encourage you to apply and help shape the future of EVH.

## → MEET THE TEAM

# EVH Team



*If you would like to put faces to the names,  
you can visit our [website](http://www.evvh.org.uk)!*



## → JOB DESCRIPTION & PERSON SPECIFICATION

**Job description - Senior HR Advisor**  
**Reporting to: HR Support Manager**



supporting  
social  
employers

### **Job Purpose**

Work as part of the HR Support Team to provide a comprehensive and reliable support function to EVH member organisations seeking advice and support on a wide range of employment and people matters.

You will manage cases that can be complex in nature, require intensive support and at times onsite meetings. You will develop and deliver training to our members and other organisations, either onsite or virtual, depending on requirements.

Assist EVH in achieving its objectives and targets as outlined in the organisation's business plan and contribute to development of services for members.

### **Key Responsibilities**

#### **Advice**

- Provide first line HR advice through responding to queries to our HR Mailbox or by telephone.
- Use your own initiative to keep up to date with legislation and case law in relation to employment matters and ensure your advice reflects this.
- Provide a support service to members for cases that can be complex in nature, requiring regular meetings and advice.
- Attend and provide HR support at on site employee relation meetings such as discipline, grievance, ill health capability dismissals, redundancy, restructures, and organisational development.
- Work in partnership with members on wider business issues to advise and provide options regarding the business impact and implications they have on people.
- Work alongside and negotiate with trade unions on individual cases to reach amicable solutions for all parties.
- Provide advice with a solution and risk-based approach.

## → JOB DESCRIPTION & PERSON SPECIFICATION



### Key Responsibilities (cont.)

#### Training

- Develop, rollout and deliver a suite of employment relations training to Governing Body Members, Directors and Line Managers in all areas of people management.
- Contribute to the development and delivery of internal EVH HR training and events.

#### Consultancy

- Deliver consultancy services to member organisations such as restructure, redundancy programmes, staff surveys and supporting change processes.
- Provide consultancy reports to Senior Managers / Governing Body Members outlining recommendations and supporting with any follow-on actions, including attending onsite meetings to present reports.
- Conduct formal job evaluation reviews for EVH full members, providing recommendations on grading, in line with the EVH grading guidelines.

#### General duties

- Contribute to the development and implementation of HR information updates and new HR initiatives.
- Responsible for all administration related to your workload.
- Provide general support as required to ensure the smooth running of the EVH office and services.
- Complete any other relevant project/tasks as and when required.

## → JOB DESCRIPTION & PERSON SPECIFICATION

### Person specification - Senior HR Advisor


	Essential	Desirable
<b>Qualifications / Experience</b>	<ul style="list-style-type: none"> <li>▪ A relevant higher education qualification, e.g. degree and/or relevant professional qualification and a record of continuous professional development</li> <li>▪ Practical HR knowledge and skills and ability to apply these in suggesting solutions to problems.</li> <li>▪ Knowledge of employment legislation and best practice, with demonstrable experience in applying this</li> <li>▪ Experience of working with Microsoft 365 packages</li> <li>▪ Experience in delivering training and development.</li> <li>▪ Experience in developing training materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in the planning, implementation, and review of HR projects/consultancies</li> <li>▪ Experience working with governing bodies to provide advice and support.</li> <li>▪ Experience of providing advice/support at a senior level</li> <li>▪ Associate Membership of CIPD or above.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to provide leadership in given areas of responsibility.</li> <li>▪ Excellent verbal and written communication skills including writing formal documents, reports, and presentations.</li> <li>▪ Ability to work on your own initiative and prioritise objectives.</li> <li>▪ Able to work well as part of a team.</li> <li>▪ Excellent administrative skills</li> <li>▪ Ability to deal with and enjoy a diverse workload.</li> <li>▪ High standards of integrity and fairness</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Full driving licence and access to a car</li> <li>▪ Ability and willingness to work out with normal office hours</li> </ul>	




## → WHAT WE OFFER

We offer the following benefits, not all of which form part of your contract of employment.

### Remuneration and Benefits

<b>Salary</b>	£40,635 - £44,619 per annum paid on 28 <sup>th</sup> of each month with annual cost of living increase applied from 1 <sup>st</sup> April each year.
<b>Essential Car User Allowance</b>	£1,708 per annum (subject to tax & NI). 
<b>Pension</b>	Auto-enrolment to join the defined contribution scheme within Scottish Housing Associations Pension Scheme (SHAPS). Employer contribution 8%, employee minimum contribution 2%. In addition, EVH provides three times salary life cover at no cost to the employee.
<b>Training Allowance</b>	£600 per year which can be used by you for training/ professional fees of your choice in relation to your role.
<b>Rowan Employee Counselling</b>	Up to 6 sessions per employee.
<b>Mobile Phone</b>	Provided
<b>Annual Flu Vaccine</b>	Paid for annually by EVH.

### Work Life Balance

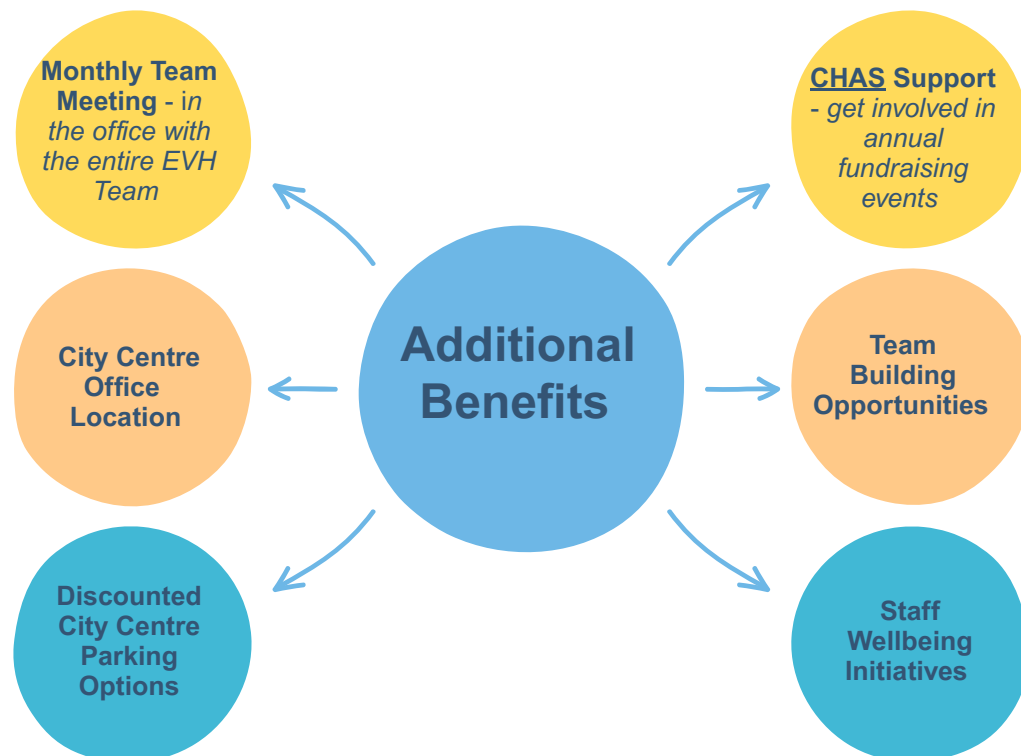
<b>Hours</b>	35 hours per week 
<b>Hybrid Working</b>	2 days in the office, 3 days at home with all equipment provided to carry out your role.
<b>Flexible Start/ Finish Times</b>	<p>Depending on business needs, hours can be worked between the hours of 7.30am - 8.30pm. All staff are expected to spend at least 40% of their working time in the office each week.</p> <p>Our staff also have the option to spend 100% of their working time in the office each week if preferred. Full time home working is not permitted.</p>

## → WHAT WE OFFER



### Annual/ Family Leave

<b>40 days holiday</b>	This includes 15 public holidays. Our office closes during the festive period therefore you are required to use 2 days annual leave from your holiday allowance to cover this period.
<b>Enhanced Family Leave</b>	Our terms and conditions of employment enhance a range of family leave above the statutory minimum.
<b>A Range of Special Leave</b>	Covered in our terms and conditions of employment.
<b>Moving House</b>	One day's leave with pay, once in a 12 month period.



## → KEY DATES



• CLOSING DATE/ TIME

6 OCTOBER 2025  
AT 10.00AM



• SHORTLISTING

9 OCTOBER 2025



• ALL CANDIDATES CONTACTED  
TO ADVISE OUTCOME OF  
APPLICATION

13 OCTOBER 2025  
BY 5.00PM



• INTERVIEWS

EITHER 24 OR 27 OCTOBER 2025  
AT THE EVH OFFICE



• INTERVIEW OUTCOME

30 OCTOBER 2025  
BY 5.00PM

## → HOW TO APPLY

### Equal Opportunities

EVH is committed to equality of opportunity and will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation. We welcome applications from all sections of the community.

We are a disability confident employer and will interview all applicants with a disability who meet the essential criteria for the job.

### APPLY NOW

If you want to be part of the EVH team and feel that you meet the criteria, please complete the application form on our [website](https://www.evh.org.uk).

Please submit your completed application form by **Monday 6 October 2025 at 10.00am** to [recruitment@evh.org.uk](mailto:recruitment@evh.org.uk).

Applications received after this time, will not be considered.

All relevant information should be included in the application form and please do not include a CV or any additional information as the panel will not consider this during the shortlisting process.

Please note, the shortlisting panel will use the answers you provide along with the person specification to decide if you meet the criteria for the role so please answer questions as fully and accurately as you can.

### Shortlisting

This will be carried out on **Thursday 9 October 2025**. Following that, all candidates who apply will be formally advised by email of the outcome of their application. You should receive communication, no later than **5pm on Monday 13 October 2025**.

### Interviews

Those candidates shortlisted for interview will be invited to attend the EVH Office on either **Friday 24 or Monday 27 October 2025**. Candidates will be asked to,

- Prepare a presentation/ discussion topic in advance of their interview - full details will be provided on the invite to interview email.
- Complete a practical based exercise in the office, no longer than 1 hour prior to their interview.
- Submit the top 3 questions they have for the panel in advance of their interview and the panel will provide the interview questions to the candidate, 48 hours in advance of their interview.
- In total, the interview process on the day will last around 2 hours.

### The interview panel will be:

- Lorna Ravell, HR Support Manager
- Jonny Cunningham, HR Support Lead
- Kim Beattie, Recruitment Service Lead

*Good luck*



supporting  
social  
employers



EVH Limited  
5th Floor  
137 Sauchiehall Street  
Glasgow  
G2 3EW

0141 352 7435  
[www.evh.org.uk](http://www.evh.org.uk)