

**HR Generalist**

**(Makes People Happy)**

**About Ella’s Kitchen**

Part of the Hain Celestial Group family of brands, Ella's Kitchen’s mission is to help little ones grow up happy, healthy, and never hungry. Set up in 2006 by Ella's Dad Paul Lindley, the company prioritises health and nutritional value, but never at the expense of taste or convenience. Ella’s Kitchen strives to be good in every sense, offering healthy, handy, and fun food that doesn’t cost the earth. In 2016, Ella’s Kitchen certified as a B Corporation, a global movement of pioneering companies that are using their business as a force for good. By certifying as a B Corp, it reinforces that the business is meeting rigorous standards of social and environmental performance, accountability, and transparency.

We are looking for someone brilliant who believes in our mission and can live and breathe our values of childlike, winning together, owning it, fostering inclusion and being curious.

At Ella’s Kitchen, we are guided by our values; they set the tone of our culture and we look out for newbies who will be a natural fit to our values and complement and contribute to our business.

**About The Hain Celestial Group**

Hain Celestial Group is a leading health and wellness company whose purpose is to inspire healthier living for people, communities and the planet through better-for-you brands. For more than 30 years, our portfolio of beloved brands has intentionally focused on delivering nutrition and well-being that positively impacts today and tomorrow. Headquartered in Hoboken, N.J., Hain Celestial’s products across snacks, baby/kids, beverages, meal preparation, and personal care, are marketed and sold in over 75 countries around the world. Our leading brands include Garden Veggie™ snacks, Terra® chips, Garden of Eatin’® snacks, Earth’s Best® and Ella’s Kitchen® baby and kids foods, Celestial Seasonings® teas, Joya® and Natumi® plant-based beverages, Greek Gods® yogurt, Cully & Sully®, Imagine® and New Covent Garden® soups, Yves® and Linda McCartney’s® (under license) meat-free, and Alba Botanica® natural sun care, among others.

**Our Commitment To Equality, Diversity And Inclusion**At Ella’s Kitchen, we are committed to promoting and enabling a positive culture where everyone can be themselves and diversity of thought is welcomed.

We give a full and fair consideration to all applicants regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

If you need reasonable adjustments made to the recruitment process, please let us know so we can support you in the right way.

**Location:** Henley on Thames

**Reports to:** Runs Making People Happy (Senior HRBP)

**Contract**: 12 month fixed term contract (32 hours per week)

**Purpose** Based at Ella’s Kitchen and working as part of the International HR team to provide generalist HR advice and support to the Ella’s team and wider Hain International Commercial and R&D teams

**Role activities / responsibilities**

1. **Find new buddies for our team (Recruitment)**
* Work with the UK Recruitment Partner to manage recruitment processes for Ella’s roles and roles in the wider Hain UK commercial and R&D teams, focusing on providing exceptional experiences for candidates and hiring managers
	+ Work with hiring managers to identify role requirements, update job descriptions and interview tasks, and ensure all roles are set up accurately in Workday
	+ Collaborate with the wider HR team to promote internal promotion and cross business progression
	+ Attend first round interviews where needed. Work with the Recruitment Partner and hiring managers to co-ordinate candidate feedback and ensure that all aspects of the recruitment process are inclusive and support the needs of all applicants
	+ Work collaboratively with our Friends (Marketing) team to create content to promote our employer brand via social media channels
	+ Liaise with the HRSupport team to manage the offer process within the budget parameters and ensure candidates are engaged throughout the onboarding process
1. **Look after our internal talent (Learning + Development)**
* Monitor and support the completion of the annual performance cycle, including mid year and end of year reviews, ensuring that everyone understands the process and timeframes for completion
* Support with the planning and organisation of internal training activities and support the L&D team to promote engagement and completion of any wider company programmes
* Be the Ella’s point of contact and lead for the B Corp mentor scheme and Animas coaching programmes
* Manage and track the Ella’s Kitchen training budget
1. **Creating an internal love brand for our Buddies (Employee Engagement)**
* Supported by the Senior HRBP, promote our annual global engagement survey to encourage 100% completion rates and participate in listening sessions to identify areas for improvement and action needed
* Oversee our internal buddy forum, Show + Tell in the absence of the Senior HRBP; promote conversations on necessary topics + distribute feedback to relevant project teams
1. **Culture Champion + Wellbeing**
* Live and breathe our values every day, championing ways of working and having fun that inspire everyone in the Barns with our values
* Support and coordinate our annual wellbeing calendar
* Actively engage with and act as an HR representative in our employee resource groups e.g. Fun Stuff Team, D+I Allies, Mental Health First Aiders, Culture Club
* Manage and track the wellbeing budget
* Be the wellbeing champion to promote all necessary initiatives + ensure uptake is successful
1. **Our People Data**
* Be a Workday champion and provide employees with on-site system support and assist with the adoption of new ways of working within the Workday system
* Work collaboratively with the HRSupport team to ensure all relevant data is correct and maintained within Workday
* Pro-actively communicate any technical issues to the Workday support team
* Support managers with any queries/stats/questions about our people demographics i.e. sickness absence
* Administration of Ella’s specific processes relating to newbies, leavers, absence, benefits, pay changes, amendments etc and liaise with the HR Support and Payroll teams as needed
* Manage + administer monthly benefit information in accordance with the payroll + liaise with the providers on joiners, leavers and general queries
* Facilitate all newbie onboarding check-ins to obtain feedback + promote the benefit provisions available
1. **HR Projects**
* Project manage key cultural development programmes alongside the Senior HRBP
* Work with the rest of the Happies (HR and Facilities) team, and engage relevant team members, along the journey to ensure projects are fully aligned to the business and our mission
1. **Generalist HR Bits + Bobs**
* Act as an HR generalist answering general people queries and supporting HR activity across the business
* Work with the HRBP and wider HR teams to update HR policies in line with legislation changes and company policy
* Ensure all legal training from Hain is rolled out and completed in the appropriate timeframes
* Be a Happy People champion in all relevant activities
* Management of HR invoice processing and credit card spend

**You will need**:

* Experience of working in a similar role – Part or fully CIPD-qualified would be an advantage
* Experience of providing generalist HR support with a good understanding of employment law and its application across a range of business functions. Experience of using Workday would be an advantage.
* Strong attention to detail, super-duper organisation skills with a logical/methodical approach
* A real passion for people and no stranger to throwing yourself into a varied and busy generalist People role
* A commercial outlook and an understanding of the needs of a growing company
* Strong knowledge and experience with MS Office including Excel and Powerpoint
* Fantastic communication skills
* Professional, confidential and trustworthy
* Experience of working for an FMCG business will definitely be a bonus
* Demonstrable ability to live and breathe our values: Win Together, Foster Inclusion, Own It, Be Curious, We’re Childlike

**And what you’ll get in return:**

* Bucket loads of training and development, supporting your career pathway
* Competitive salary
* Discretionary bonus scheme
* A Box of Treats, including private medical, dental, pension, life assurance, 25 days holiday and the ability to buy more, high street discounts, to name but a few!
* A really awesome place to come to work every day… our beautiful Barns in the Oxfordshire countryside