



***For the care and support of those bereaved,
traumatised or injured as a result of the
'Troubles'/Conflict in Northern Ireland
and survivors of Historical Institutional Abuse and
Mother and Baby Institutions,
Magdalene Laundries and Workhouses***

Applicant Information Pack

Senior HR Advisor, Belfast

Full Time (37.5hrs)



This post is funded by the Victims and Survivors Service through the Victims and Survivors Programme administered on behalf of the Executive.



Dear Applicant,

Post: Senior HR Advisor

Ref: SHRA/BF/MAY25/

Thank you for your interest in the above post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you complete **all relevant sections to help us make our decision. Please note that we do not accept CV's.**

Please find enclosed the following: -

- Our Mission and Values
- Job Description
- Personnel Specification
- Outline of Terms and Conditions
- Guidance Notes
- Employment Application Form and Monitoring Form (for completion).

For information on WAVE, please visit our website www.wavetraumacentre.org.

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow
Head of Human Resources

PLEASE NOTE: CLOSING DATE: Monday 16th June 2025 at 2.00pm
Completed forms should be returned to:-
recruitment@wavetrauma.org

WAVE: Who we are?

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. **The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, "At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a Troubles-related incident." The true cost, however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, substance abuse and in some cases when their grief became intolerable, suicide.

Over the last thirty years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last five decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 25,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation's management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community-based Trauma Education Programmes, that staff member can access. These programmes have been refined and developed over 25 years and offer students a range of options to meet their learning needs. Trauma Education includes: -

- Short Trauma Courses accredited by the School of Education at Queen's University, Belfast under their Open Learning Programme.
- A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen's University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
- A Postgraduate Pathway in Trauma Studies has been developed in partnership with University College Cork.
- Professional Development in trauma awareness and trauma informed practice for social work, midwifery and nursing students is delivered in partnership with the Schools of Social Work, Medicine and Nursing and Midwifery at Queen's University, Belfast.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from six Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney, Derry Londonderry and Killough and services such as Outreach Casework, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Education, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre's. The organisation also has a number of satellite projects operating across a range of venues in response to local need. We also source services for those directly affected living outside of Northern Ireland.

Most recently WAVE are delighted to be able to deliver an extensive support programme for survivors of Historical Institutional Abuse (HIA) and the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW). This will include a range of evidence based therapeutic, outreach and health and wellbeing support, welfare, educational programmes and support activities. Services will be delivered through our five regional centres and from our satellite projects to those survivors of HIA and the MBMLW living in Northern Ireland, Ireland, GB and further afield.

Organisation Profile

Job Title: Senior HR Advisor

Job Reference No.: SHRA/BF/MAY25/

WAVE Trauma Centre's Mission and Values:

Mission: WAVE's Mission is to:-

- Serve people directly affected by the Troubles/Conflict in Northern Ireland, survivors of Historical Institutional Abuse (HIA) and survivors of the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW).
- Empower individuals, communities and wider society through trauma education programmes.

Values: WAVE is committed to:-

- Empowerment of those bereaved, traumatised or injured by the Troubles/Conflict in Northern Ireland.
- Empowerment of survivors of Historical Institutional Abuse and Mother and Baby, Magdalene Laundries and Workhouses.
- Inclusivity in all its work.
- Working to promote the non-recurrence of violence.
- Equality and good relations as the foundation for our work.
- Continuous improvement through ongoing review of the provision of high quality, innovative evidence-based services.
- Responding to change and shaping delivery within the victim/survivor sector.
- Helping to build a shared and cohesive future to address the legacy of the past.
- Accountability to clients and to funders for the services and programmes delivered within effective financial processes.
- Partnership with other agencies to achieve better outcomes for clients.
- Continued development and recognition of our staff and volunteer team.

Job Description

Job Title: Senior HR Advisor
Department: Human Resources
Reports to: Head of Human Resources
Location: Belfast, BT15 5DW

Key working relationships:

Internal contacts:

- Management and staff
- Sessional personnel

External contacts:

- Community, voluntary and statutory organisations
- Potential applicants/candidates/new recruits

Job Purpose:

The post holder will work as part of the dedicated, professional human resources team to maintain best practice people management and development throughout the organisation and provide proactive, professional, and appropriate business focused HR support to Managers and Staff.

The principle duties of the post are:-

Generalist HR:

- Provide effective, high quality and confidential HR support and advice.
- Uphold high standards of HR compliance, data protection (GDPR), and reporting.
- Support with exiting processes, HR projects, engagement and wellbeing.
- Assist in researching, devise and consult on legislative changes affecting employment.
- Ensure compliance with employee documentation and right to work checks.
- Lead or support workplace investigations in line with best practice.
- Assist in the preparation of statutory and statistical returns such as Fair Employment, Annual monitoring return and Article 55 review.

Recruitment and Selection:

- Prepare and collate job packs for vacant posts, ensuring that applicants have full details including job descriptions, specifications and application forms.

- Select, support and brief shortlisting and interview panels, organising appropriate and relevant paperwork.
- Act as a panel member at shortlisting and interview stages.
- Prepare aptitude/assessment tests and devise presentation/interview questions where appropriate.
- Complete all necessary pre-employment checks and references.
- Compile and issue Terms and Conditions for all new employees appointed and continually review existing terms and conditions of existing staff and reissue as appropriate.

Personal Development, Performance and Professionalism:

- Maintain high standards of personal accountability and ethical practice which are aligned with WAVE's values, ethos and policy and procedural frameworks.

Business Improvement and Quality Management:

- Manage the security/processing of sensitive and confidential information in keeping with the requirements of the Data Protection Act.
- Report any risks, issues and/or concerns to WAVE Trauma Centre.
- Promote a culture of continuous service improvement through the appropriate sharing of constructive feedback and work with relevant statutory, private and voluntary sector organisations to implement improvements.

Other:

- Undertake as required any work identified by the Head of HR, Chief Executive Officer or Management Board.
- Attend WAVE staff and other meetings as required.
- Any other reasonable duties requested by the Head of HR, Chief Executive Officer or Management Board.

This Job Description and Person Specification reflect the duties of this post as they exist at this time. The post holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.



Person Specification

Job Title: Senior HR Advisor

Location: Belfast

Selection Criteria	Essential	Desirable	Method of Assessment
1. Qualification/Education			
(i) 3 GCSE's at Grade C or above (or equivalent) one of which must be English Language	✓		A
(ii) A minimum of a level 5 CIPD Qualification or equivalent	✓		A
2. Experience			
(i) Minimum of 3 years HR generalist experience to include:	✓		A/I
- Experience of supporting managers with employment relations matters e.g. grievance, discipline, managing attendance, performance and capability	✓		A/I
- Experience of end-to-end recruitment & selection process.	✓		A/I
(ii) Experience of preparation of statutory and statistical returns such as Fair Employment, Annual Monitoring Return and Article 55 Review.	✓		A/I
3. Knowledge			
(i) Strong knowledge of NI employment law and HR best practice.	✓		A/I/T
(ii) Proficient Microsoft Office to include Word, Excel, Outlook and Access.	✓		T
4. Skills and Abilities			
(i) Strong attention to detail.	✓		A/I/T
(ii) An ability to engage with all stakeholders internal and external.	✓		A/I

<p>5. Other Requirements</p> <p>(i)*Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).</p>	<p><u>✓</u></p>		<p>A</p>
---	-----------------	--	-----------------

A = Application Form
R = References

I = Interview

P = Presentation

T = Test



Outline - Terms and Conditions of Employment

The following information represents the key terms and conditions of this post and should not be viewed as a Contract of Employment.

Salary:	£36,124 per annum
Hours of Work:	37.5 hours 9.00am to 5.00pm Monday – Thursday 9.00am to 4.30pm Friday
Place of Work:	BT15 5DW
Travel:	You will be required to travel to our respective centres and other venues for trainings/meetings etc. as and when required.
Pay Periods:	You will be paid on the third last working day of the month.
Probationary Period:	Normally six months.
Annual/Holidays:	25 days per annum (increasing with service) 11 statutory days with additional governmental nominated days. The leave year operates from April to March.
Benefits:	8% employer pension contribution Mileage payable at 0.45p Employee Support Package which includes: <ul style="list-style-type: none">• Increased annual leave.• Christmas Eve off (if falls with working week)• A one off 3 days award for a significant life changing event (moving house, marriage, civil partnership ceremony, graduation, holiday etc).• Healthcare cashback plan
Smoking Policy:	WAVE operates a non-smoking/vaping policy.
Pre-employment Check:	

The successful candidate will be required to undertake a Basic Access NI Disclosure check and satisfactory references (for which they will be responsible for the cost of).