



HR + RESOURCE MANAGER

As Heartcore's HR + Resource Manager you are a hands-on business partner reporting to the Head of People, Culture and Learning and Development, responsible for providing Company-wide HR generalist and specialised solutions in areas such as Talent Acquisition and Succession Planning, Performance Management, Employee Relations, HR Services, Rewards & Recognition, Resource and Class Schedule Management across all Programs offered by Heartcore.

ROLE & RESPONSIBILITIES

- Develop, deploy and administer company-wide HR policies and procedures in line with agreed objectives and legal requirements.
- Demonstrate a sound knowledge of HR and drive best-practice within the company.
- Driving forward with initiatives to support the attraction, induction, engagement and retention of great talent in a cost-effective, professional and human manner.
- Leading the recruitment process, including selection and interviewing of candidates in partnership with the department managers including writing job descriptions and preparing interview questions and application forms etc.
- Leading new starter inductions in collaboration with the department managers.
- Administration of Freelance and Employee-related paperwork (ie contracts, new starter packs, or formal notices of termination).
- Advise managers on the terms and conditions of employment and knowledge share best practice.
- Provide first line advice on current and existing benefits for all staff.
- In conjunction with any direct reports, conduct probationary, annual and salary reviews, disciplinary and grievance meetings, terminations, exit interviews, absence, retirement and redundancy.
- Administer Maternity and Paternity leave and Holiday accrual in co-ordination with Accounts.
- Resource Management for class teaching teams:
 - Managing holiday requests and sickness, resourcing in collaboration with class program managers, and adjusting 'live class' schedules effectively in response.
 - In collaboration with senior management, creating monthly class schedules in Mindbodyonline in accordance with business objectives.
 - Administering amends to the Scheduling, HR and Payroll systems for any ongoing, ad-hoc changes to the class schedule (ie teacher swaps, holiday cover).
- Accurate record keeping, filing (contracts etc.) and update of all online team contact lists and groups.

Essential Experience + Qualifications

- Bachelor's degree/CIPD graduate.
- Minimum of 3-5 years 'hands on' generalist HR experience.
- Previous experience using Payroll systems.
- Experience within a fast-paced, multi-site, service-driven environment.
- Facilitation/mediation experience desirable.

You are...

- Focused on meeting objectives, targets and delivering results.
- Bring a full commitment and a willingness to go above and beyond.
- Exceptional with your organisational skills together with proven leadership capabilities.
- Commercial, analytical and level-headed.
- A 'natural' in living the Heartcore ethos and values.
- Self-motivated, confident and passionate in your field.
- Curious, innovative and ambitious with a growth mindset.
- Eligible to live and work in the UK.

We offer...

- Salary £40k-£45k with discretionary company bonus.
- Welcome class pack.
- Invitation to social and wellness events.
- Discounts with partner brands.

Please share a brief 'why' you'd love to join the team – together with your CV to people@heartcore.co.uk

About us

Pioneering the boutique fitness scene since 2007, Heartcore thrives today with ten iconic London studios, a strong, inspirational and powerful 'glocal' community, and an amazing team of skilled, compassionate and magical people. Founded on a spirit of passion and care, Heartcore prides itself in creating exceptional experiences on every level with a powerful soul-to soul culture and a strong focus on alignment, both physically and emotionally. Redefining mind + body movement through our award-winning Dynamic Pilates method, our approach to fitness is accessible, effective, smart, welcoming, and inclusive... putting the Heart to the Core!

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Dynamic CoreFormer™ Pilates - Strength + Conditioning (TRX and Kettlebells) - Indoor-Cycling - Dynamic and Restorative Yoga - Barre - Ritual - Personalised Training - Workshops and Events.