



Company: Mothership HQ Limited  
Job Title: Human Resources Manager  
Location: London  
Salary: £28,000 to £30,000 – dependent on experience  
Full/Part time: Part-Time, Mon to Fri, 10am to 2pm  
Length of employment: Permanent  
Start Date: ASAP  
Closing date: 31 July 2017

**About the company and who we are looking for to join our team:**

Mothership HQ Limited (“MHQ”) is the parent company of the Mothership Group which owns and operates bars and nightclubs and produces innovative events in the buzzy and vibrant social scenes of London and Brighton. Presently comprising of four venues and organising over 1000 events a year, the business plans rapid growth in the coming years. The company has a passionate Board, with a record of success in the hospitality and event sector we are seeking a like-minded Human Resources Manager to join the team at MHQ.

Mothership’s HR Manager will play a key role in the global operations of the Group. As well as coordinating all HR activity across sites and MHQ under the guidance of the Operations Director, the role has responsibility for managing the recruitment of MHQ staff and venue management, HR reporting, continuous development and implementation of HR policies and procedures whilst adhering to relevant employment laws and regulations. A hands-on person, who has the natural ability to work across teams whilst navigating their way through operating systems to deliver efficient and consistent results. Multitasking between venues and working with four internal management teams we are looking for a hard-working, dedicated HR Manager with a solid understanding of the events/hospitality business. This is an exciting role for an energetic individual. The role will be predominantly based at MHQ with the Finance and Operations teams.

**Responsibilities:**

- Working with the Operations and Finance Director to shape HR and meet the vision of the Group
- Leading the implementation of policies and practices
- Managing performance management processes and identifying training needs as required.
- Management of recruitment and L & D budget
- Timely preparation of new starter documentation
- Advise, manage and attend all aspects of disciplinary procedures and grievance meetings ensuring all processes follow legal requirements.
- Maintain all employee records, sickness, holiday, maternity, review meeting, training etc.
- Manage leavers process including Exit Interviews and reporting on feedback to Directors
- Provide the finance team with monthly payroll information
- Keep management up to date with any changes in Employment Law; interpreting and advising where necessary

# MOTHERSHIP

- Advising Directors on pay and other remuneration issues, including benchmarking against the market trend
- Coordinate Career Progression, assisting in process as and when required
- Proactively communicating with all department heads, succession planning and building links with the teams.

## **Ideal Candidate:**

Will have a readiness to work hard where needed to meet deadlines, excellent communication skills to facilitate timely resolution of issues, a willingness to learn and develop and will have a friendly approach.

## **Benefits:**

- 20 days holiday per year (pro rata)
- Generous staff discount on food and drink in venues
- Generous company bonus
- Staff Group wide Christmas Party
- Opportunity to go on overseas trips to learn about products

## **Application:**

For more information or to apply please email your CV and cover letter to David Jenkinson – Finance Director: [David@mothershipgroup.com](mailto:David@mothershipgroup.com)

Due to the high level of applications expected we will only be replying to those that have made it through to interview stage.