



**Museum of London**

Are you an HR generalist wanting to gain further experience in training and volunteers? Can you help us deliver our organisational training plan and volunteer programme?

This quality focused and forward thinking HR team is looking for a Training and Volunteer Advisor with some generalist HR experience.

If you have a good understanding of the relationship between HR, training and volunteers and experience of organising events and providing HR advice, this is the role for you!

We are looking for a pro-active individual who is able to manage their own time and support the Training and Development Manager in the delivery of the organisational training plan and volunteer co-ordination project.

You will take pride in delivering a professional and customer focused service to staff, volunteers and managers and be outcome and results focused with an understanding of the importance of building relationships with key stakeholders.

You will also thrive on working as part of a busy HR team and have the desire to support the achievement of the quality standard Investors in Volunteering (IiV)

Knowledge of employment law, and in particular, how it relates to volunteers is essential.

The closing date for applications is 12th November 2013 at 5pm. Interviews will be held on 25th November 2013.

The Museum of London is committed to equal opportunities and diversity.

<b>Location:</b>	London
<b>Category:</b>	HR
<b>Duration:</b>	
<b>Type of Contract:</b>	Contract
<b>Hours:</b>	Full Time
added: Oct. 28, 2013	deadline: Nov. 12, 2013

More information: [https://jobs.museumoflondon.org.uk/vacancy/183/description/?\\_channelid=6](https://jobs.museumoflondon.org.uk/vacancy/183/description/?_channelid=6)