



# People Officer

- Around 25 hours per week
- Location: Galashiels
- Salary £26,751 - £29,077 (pro rata)
- £13.87 per hour (Grade 7)
  
- Job ref. no: 0678

We have an exciting opportunity in the team for a People Officer who will provide professional advice and guidance to managers on a range of People issues.

The role holder will deal with employee relations queries, and ensure the consistent implementation of People policies, procedures and practices across the organisation.

You will be a people person, with a keen eye for detail, who will bring your excellent communication and problem solving skills to a key role in the organisation.

You will ideally have experience of working in a HR/People department at an Officer or Advisor level, though this could be the next step for an experienced HR/People Administrator.

Closing date: Monday 20<sup>th</sup> June 2022

We are committed to fair pay, and offer generous annual leave, as well as a number of other staff benefits. To find out more please see <https://www.liveborders.org.uk/get-involved/jobs>

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