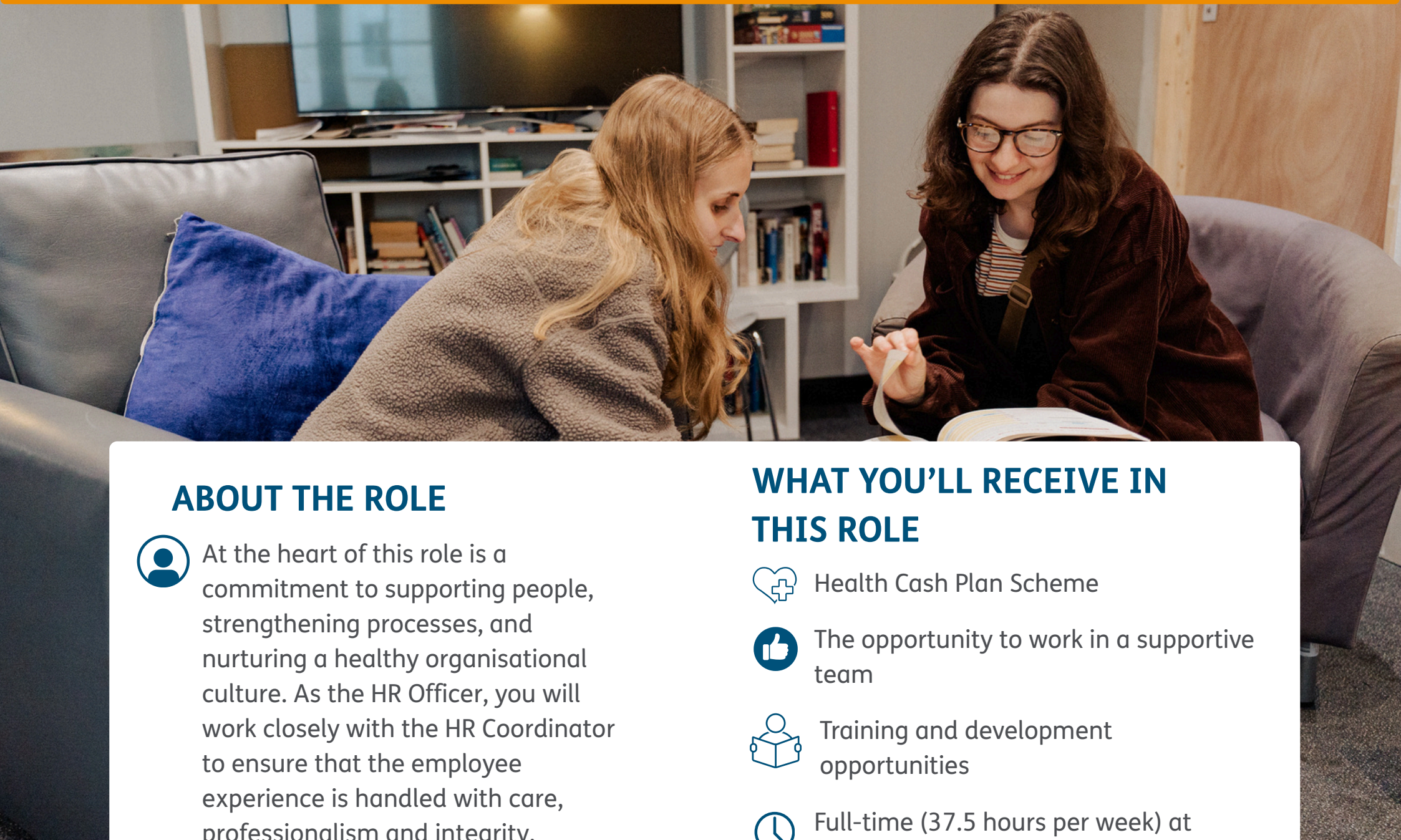


WE'RE HIRING:

HR OFFICER

YMCA
EXETER





Supporting people, processes, and organisational culture with care, professionalism and integrity.







ABOUT THE ROLE

-  At the heart of this role is a commitment to supporting people, strengthening processes, and nurturing a healthy organisational culture. As the HR Officer, you will work closely with the HR Coordinator to ensure that the employee experience is handled with care, professionalism and integrity.






KEY RESPONSIBILITIES

-  Maintain accurate HR records (absence, leave, training and supervision)
-  Support recruitment, onboarding, and leavers processes
-  Provide administrative HR support across the employee lifecycle
-  Coordinate learning and development activities and training systems

WHAT YOU'LL RECEIVE IN THIS ROLE

-  Health Cash Plan Scheme
-  The opportunity to work in a supportive team
-  Training and development opportunities
-  Full-time (37.5 hours per week) at £27,540 per annum

WHAT WE'RE LOOKING FOR

-  Strong organisational and administrative skills
-  Strong attention to detail and accuracy
-  Excellent communication and interpersonal skills
-  Experience managing multiple tasks and priorities
-  Commitment to the Christian faith by actively promoting and living out the ethos of YMCA Exeter in your work

APPLY TODAY AT WWW.YMCAEXETER.ORG.UK/JOBS

Email: HR@ymcaexeter.org.uk (no CVs please)

Closing Date: 9am on 6th May 2026