

Longer Indeed Post -

HR Officer — Part time (20–30 hrs)

Location - St Aubyn Estates (St Aubyn Estates Office / St Michael's Mount)/Working from Home – (minimum two days on site)

Salary - £32,000–£38,000 (pro rata for part time).

About the role

We're looking for a people focused HR Officer to join our friendly team and help create a workplace where everyone can do their best work and feel valued.

This practical, generalist role supports day to day HR across St Aubyn Estates, including the iconic St Michael's Mount, advising managers, maintaining systems and processes, and ensuring we remain fair, compliant and engaging.

The role embeds our values — Honest, Considerate, Energetic, Responsible, Resourceful — across recruitment, employee relations, policies and HR practice.

Key responsibilities

- Coordinate recruitment, seasonal and casual hires, onboarding and induction with clarity and fairness.
- Deliver a welcoming induction that sets clear expectations and helps new starters settle in.
- Support managers on employee relations, early resolution, investigations and hearings, with confidentiality and consistency.
- Maintain accurate HR records, support payroll/benefits administration, DBS checks and GDPR compliant data handling.
- Keep HR policies up to date with employment law; assist with audits, HR processes and recruitment/safeguarding.
- Promote wellbeing, equality and inclusion. Support appraisal, learning and workforce planning.
- Identify improvements to HR systems and contribute to projects that reduce risk and improve colleague experience.

Essential Skills and Experience

- Practical HR experience with sound knowledge of UK employment law and HR best practice.
- Confident with HR systems and Microsoft Office with accurate record keeping.
- Calm, empathetic communication style and ability to handle sensitive issues with discretion.
- Organised, proactive, and able to manage multiple priorities.

Desirable:

- CIPD Level 5 qualification (or equivalent experience)
- Experience developing HR processes or drafting HR policies
- Understanding of HR in heritage, hospitality, or tourism settings

St Aubyn Estates Values and Behavioural Fit

- Honest: clear, accurate record keeping and straightforward advice.
- Considerate: empathetic, respectful and calm in sensitive conversations.
- Energetic: proactive, curious and keen to improve colleague experience.
- Responsible: reliable, trustworthy and confident making sound HR decisions.
- Resourceful: pragmatic problem solver who uses initiative and shares learning.

What we offer

- Opportunities to shape HR practice, develop professionally and contribute to a unique historic Estate.
- A values driven workplace where HR makes a visible difference to colleagues and the wider community.
- Wellbeing Support/Employee Assistance Programme.
- Flexible working arrangements.
- Bupa dental insurance
- 20% off National Trust Membership
- 30% off purchases in the retail shops
- 30% off food and drink
- Free parking
- Social activities
- Enhanced Maternity & Paternity Pay
- Increase holiday allowance after five years

How to apply

Please send your CV and a short cover letter explaining how you meet the role and values to hadmin@staubynestates.com. Applications will be reviewed on a rolling basis, so early applications are encouraged. If you require reasonable adjustments during the process, please let us know.

St Aubyn Estates is committed to equality, inclusion and creating a safe workplace.

Short Social media advert -

We're hiring: HR Officer (part time, 20–30 hrs)

Join St Aubyn Estates and help shape people centred HR across our historic sites.

If you're organised, empathetic, and enjoy the variety of a generalist HR role, from recruitment to employee relations, this could be a great next step.

Join a supportive, values driven team where your ideas and people skills will make a real difference.

Salary: £32–38k pro rata.

Hybrid working: St Aubyn Estate Office /St Michael's Mount/Working from Home.

Apply: Send your CV and a short cover letter to hadmin@staubynestates.com.