

The Company

The Conexus Group are a portfolio of award-winning, world-class businesses specialising in the provision of recruitment, training, marketing, consulting and M&A Advisory services, within the iGaming and PayTech industries.

Our businesses include Pentasia, PaymentGenes Recruitment, iGaming Academy, Cohort Teams, Marden Executive Search, Partis, InclineBet, and Initiate International.

With a core team of 120 people, The Conexus Group operates from key global locations - London, Amsterdam, Barcelona, Malta, New York, Las Vegas, Cape Town, Brazil, and Curaçao. Established in 2001, we've helped 850+ clients grow, transform and evolve.

The Role

Working across the entire Group, the HR Manager will be solely responsible for the full employee lifecycle, collation of monthly payroll reports, and coaching and advising managers from all levels of the organisation on employee relations and general HR queries.

If time and resource permits, the HR Manager may take on projects including but not limited to continuing to drive a performance-led culture, updating our values and driving initiatives that embed revised values across the Group, and working with leaders on succession planning.

You will be responsible for the end-to-end employee lifecycle. Acting as the first point of contact for new hires by drafting employment contracts, organising onboarding and managing queries. You will continue to be there for employees throughout their employment by answering queries regarding annual leave, sickness and general employment. You'll also be there when employees choose to move on from the group by acknowledging their resignation, triggering their exit interview survey and supporting managers with communications to the wider team.

You'll act as a sounding board for managers on all employee relations cases, including disciplinary, grievance, performance management and sickness. Taking ownership of all meetings, letter writing, note taking and outcome management.

In addition to the employee lifecycle and employee relations you'll have a keen interest in candidate attraction. You'll be responsible for drafting job descriptions and adverts (like this one), posting adverts to relevant forums and conducting CV screenings and first telephone interviews, should hiring managers require you to. You'll liaise directly with hiring managers to manage the interview process and think creatively to suggest new ideas and ways of working, with a focus on increasing diversity and inclusivity in our hiring process.

Last but not least, you'll be able to dip your toe into training by designing and delivering of our bi-monthly 'People Power Hours', delivering HRIS (HiBob) and LMS (iGaming Academy) training to new joiners and promoting and encouraging engagement with the LMS. You will also consider ideas and ways to knowledge share across the organisation and be forthcoming in your suggestions.

What do we want from you?

We believe this is a great opportunity for someone who is happy to manage the day-to-day HR tasks, including administration, while working closely with senior leaders and people managers on people priorities. You will



be adaptable, able to balance multiple priorities and stakeholders simultaneously and think commercially when making decisions.

Ideally, you will have experience of working with and configuring Hibob and some experience of working with the US, in particular California and Pennsylvania.

We believe in hybrid working and that spending time together is just as important as having uninterrupted focus time to get on with your to-do-list. Therefore, this role will be based in our Redhill office at least two-three days per week (typically Tuesday and Thursday), with the remainder of the days for you to choose where you work best. This could be at home, in the office or a café or co-working space.

We are open to someone full or part time (min. 4 days per week) and welcome applications from individuals looking to propose an alternative flexible working arrangement.

Skills and Experience

- Working knowledge of UK employment law and HiBob as an HRIS
- Basic understanding of Spanish, Maltese and US employment law would be extremely desirable, although not a requirement
- The ability to flex between basic administration duties such as on/off boarding and collaborating with senior stakeholders
- A genuine interest in all things employment law, employee engagement, candidate attraction and retention, including training & development
- Exceptional attention to detail
- The ability to work autonomously and effectively prioritise and manage multiple things at once. This is a standalone role, therefore it's important you have a strong HR network and support system in place to bounce ideas off.
- Initiative to look for new ways of working and suggest ideas

What can you expect from us?

- 25 days paid time off (PTO)
- A day off for your birthday
- Full company shutdown between Christmas and New Year in addition to your PTO
- 18 hours medical leave so medical appointments don't eat into your personal time
- Option to work from anywhere (WFA) up to 30 days per year (after successful completion of probationary period)
- Private Health Insurance and dental & vision cash benefits (after successful completion of probationary period)
- Pension – 3% employer, 5% employee contribution
- Life assurance – 3 x basic salary (after successful completion of probationary period)
- Access to BenefitHub for high street discounts

If you don't meet all of the above criteria but are keen to apply, we'd love to hear from you. If nothing else, it's practice and we care more about finding the right person, with the potential to grow within the group, rather than someone who ticks all the boxes and gets bored easily!

