



Glastonbury Festival 2024 – HR Assistant

Based at;	Worthy Farm, Pilton, Somerset, BA44BY
Reporting to;	HR Manager
Duration;	April – Mid August
Hours;	Part-time hours, 25-30 per week
Pay rate;	£15/hr

Duties;

This role will be based within the busy offices for Glastonbury Festival. This role is part-time, and there is some flexibility as to when the hours are worked, but hours will be required on a Tuesday, Thursday and at least one other week day at Worthy Farm, BA44BY. Additional hours may be available in June.

The successful candidate will support the HR Manager with a wide range of HR tasks, which may include amongst others;

- Supporting the HR manager with HR tasks and adhoc projects as required
- Handling day to day HR enquiries, in person, by email, and over the phone
- Maintaining HR records, and ensuring compliance with company policies and legal requirements
- Regularly reviewing and drafting HR policies and procedure updates, ensuring compliance with current employment laws and industry best practices
- Communicating changes in policy and procedures to employees
- Assisting with the Recruitment process
- Assisting with the onboarding process for new starters
- Data protection compliance

Requirements;

- Minimum 2 years HR admin/assistant experience
- CIPD level 3, or 5, or working towards
- IT literate and proficient in MS Office skills.
- Organised and able to work to deadlines
- Attention to detail and strong written communication skills
- Be able to manage and prioritise workload
- Confident yet discreet in communicating with others
- Maintaining confidentiality is crucial
- Previous recruitment experience would be desirable

Above is a general outline of the role, however, it is likely that the candidate would get involved in other aspects of the Festival organisation on an ad hoc basis in the Festival office, subject to agreement by their line manager. Applicants must understand this is not an 'easy ticket' to the Festival. There will be a requirement to work throughout the Festival period, and generally 'muck in' as required. **The role is based at our offices in Pilton.**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you require any reasonable adjustments as part of the recruitment process or when employed, then do let us know.

For further information and to apply, please email a copy of your CV and covering letter to hr@glastonburyfestivals.co.uk

In order to work for Glastonbury Festival you must have the Right to Work in the UK. Individuals from outside the UK must be in possession of a work permit to allow them to take up employment. For more information please visit the Government's Working in the UK website. As most roles are for a short period, our ability to gain a UK work permit for potential employees from outside the UK is extremely limited.

Information submitted via this application is held by Glastonbury Festival Events Limited under the provision of the General Data Protection Regulation for a maximum of 12 months. We will process your information in accordance with our privacy policy and we will not pass your details on to any other organisation. For more information please visit <https://cdn.glastonburyfestivals.co.uk/wp-content/uploads/2024/02/Recruitment-Privacy-Notice-Glastonbury-February-2024.pdf>