



**JOB TITLE:** HR Administrator

**CONTRACT TERM:** FTC 9-12 Months

**SALARY:** £35,000

**LOCATION:** Central London Head Office **and/or** ABBA Voyage Arena; 1 Pudding Mill Lane, Newham, London, E15 2RU

**REPORTING TO:** People Advisor

### **ABOUT US / THE HOOK:**

ABBA Voyage is a concert like no other, and we are building a world-class team to help us prepare for launch. So, if you are starting your career with HR who's ready for a new adventure, then this could be the perfect opportunity for you!

We are looking for an organised and proactive HR Administrator to join the ABBA Voyage team on a 9–12 month fixed-term contract. This role will support the day-to-day HR function across a fast-paced, people-focused environment, with a strong emphasis on coordinating Learning & Development activity and providing essential HR administrative support.

This is a fantastic opportunity for someone with around 18 months' HR experience, ideally within a theatre, live entertainment or similar hourly workforce environment.

### **ROLE OVERVIEW / MAIN PURPOSE OF THE JOB:**

#### **HR Administration**

- Support the People Advisor with all core HR administrative tasks (ranging from basic administration to supporting on People projects)
- Prepare and issue offer letters, contracts, and employment documentation
- Manage Right to Work (RTW) checks and ensure compliance
- Coordinate reference checks and onboarding paperwork
- Maintain accurate employee records and HR systems
- Ensure HRIS and ATS is maintained and updated when necessary
- Experience working with an hourly paid population

#### **Onboarding & Induction**

- Assist in delivering induction programmes
- Ensure a smooth onboarding experience for all new starters
- Act as a key point of contact for new employees during their onboarding journey working with recruitment manager

#### **Recruitment Support**

- Provide ad hoc support to the Talent Acquisition Manager when required

#### **Learning & Development Coordination**

- Coordinate all Learning & Development (L&D) activities across the business
- Work closely with the Senior L&D Manager to schedule and set up training sessions and track attendance
- Maintain accurate L&D records and training logs
- Support the rollout of new training initiatives and programmes



### ABOUT YOU:

- Experience working with an hourly-paid workforce is highly desirable
- Approximately 12-18 months' experience in an HR administrative or coordination role
- Strong organisational skills with the ability to manage multiple priorities
- Excellent attention to detail and administrative accuracy
- Confident communicator with a collaborative approach
- Comfortable working in a fast-paced, dynamic environment

### DESIRABLE:

- Background in **theatre, live events, entertainment, or hospitality**
- **CIPD Level 3** (or working towards) is preferred but not essential

### WHAT'S IN IT FOR YOU:

- The opportunity to be part of a revolutionary concert.
- Competitive salary and bonus scheme
- 6% matching pension contributions
- 10 complementary tickets to the show every year
- Health Care Cash Plan, EAP and retail discounts

### HOW TO APPLY:

Please read the full job description attached and if you're confident you meet the criteria, please apply with an up-to-date CV to [careers@abbavoyage.com](mailto:careers@abbavoyage.com) along with a few paragraphs (no more than 500 words) outlining why the role interests you and what you will bring to ABBA Voyage.

### MORE ABOUT ABBA VOYAGE:

<https://www.youtube.com/watch?v=OE8aSnhzTfQ&t=2s>

### EDI AND BE YOUR BEST STATEMENTS:

Here at ABBA Voyage, we strive to be a business where difference is valued and everyone is able to thrive in a culture of equality, inclusion and belonging. We are committed to providing a truly inclusive environment that reflects today's society, where everyone is able to bring their true selves to work, and where diverse voices and backgrounds are valued, heard, and well-represented.

We want everyone to make the most of the opportunity to shine and showcase their talents, so we are happy to make adjustments in the recruitment process so you can be your best! Please don't hesitate in discussing any specific requirements with us, or if you would feel more comfortable, you can email us confidentially at [peopleteam@abbavoyage.com](mailto:peopleteam@abbavoyage.com) to let us know how we can support you.