

Terms of reference: HR advisor

Introduction

[Engineers Against Poverty](#) (EAP) is a small, niche UK registered charity that has a track record of influencing improvements in infrastructure policy and engineering practice for over 25 years. These improvements contribute to better development outcomes from improving wage protection in Qatar, health and safety of construction workers in Tanzania and opportunities for young engineers in Rwanda.

In 2023, EAP terminated its office lease and opted to be a fully remote organisation. It now employs or contracts 9 people several of whom are based outside of the UK. EAP is also responsible for managing the operations of CoST, [the Infrastructure Transparency Initiative](#) who are registered on the same legal basis with its own independent Board of Trustees. CoST currently engages 4 people outside of the UK on a contract basis.

Scope of work

EAP is looking to engage an HR advisor to support it develop a framework for employing or contracting team members in different parts of the world on a fair and consistent basis that reflects the values of both organisations and is competitive within the sectors they operate. This would include reviewing:

- Our current employment and contractual arrangements and updating them to reflect good practice.
- The current employees' handbook, identifying where improvements are required and recommending the actions that should be taken.
- Our benefits package including salary, sick pay, annual leave, maternity and paternity leave and pension provision, recommending how they should be improved and applied in different parts of the world.
- Our approach to performance management, how it can be improved and better integrated into our work.

The framework would be developed based on the recommendations of the review and in close consultation with the senior management team and Boards of Trustees for both organisations. We would like to complete the framework by early December with a view to rolling it out in early 2027.

To apply

If you are interested in providing this support, please submit a two-page CV and a 1-2 page covering letter by email (recruitment@engineersagainstpoverty.org) **by Wednesday 21 October 2026** highlighting:

- Why you would be suitable for the role
- How you would approach the task
- A brief timeline and
- A budget based on a day rate and the number of days to deliver framework.