

SERVICES BROCHURE





About Saltwater HR.

Introduction

Saltwater HR was founded in 2024 to give small businesses the HR and recruitment support they need, without the cost of in-house resources or agency fees. Many HR consultancies focus on larger SMEs with complex employee relations and strategic challenges. My focus is different - I want to help smaller companies access affordable advice, administrative support and an experienced recruiter, tailored to what they can realistically budget for.

With over fifteen years of experience in HR and recruitment across a range of industries, I take pride in giving practical, realistic advice while staying on top of current HR trends and best practice.

If you're a small business in need of HR or recruitment support, get in touch to find out how Saltwater HR can help.

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Services.

1. ADMINISTRATION

We provide a virtual HR administration service to support organisations with their day-to-day HR tasks. This can be on an ad-hoc basis, such as assistance with onboarding new starters, or as a regular weekly service to handle employee HR queries and paperwork.

Our services include monitoring HR inboxes, managing HR systems, and preparing all necessary paperwork. It's an ideal solution for small businesses struggling to keep up with administrative tasks.

2. ADVISORY SERVICE

Keeping up with ever-changing employment legislation and case law can be challenging for small businesses, making it difficult to stay compliant with employer obligations. Even experienced business owners may encounter employee questions they're unsure how to answer.

Our advisory service provides practical, commercially-focused support for all your employee and employment law queries. You can call or email us for guidance whenever you need it.

Whether you need help calculating part-time holiday entitlement, understanding benefit obligations during maternity leave, or managing sickness absence, we're here to assist with any employee-related issue.

3. HR DOCUMENTATION

We provide legally compliant documentation tailored to your business needs. Whether you need a Company Handbook, a new contract template, or a full suite of policies and employee documents, we can create these for you and provide legal updates as they are required.

Our bespoke handbooks are individually tailored to your company, including your brand colours, font, logos, and tone of voice. Prior to producing the handbook we will go through a comprehensive check of which policies are applicable for your company. There is also the option to have them updated with legislation changes annually.

4. OTHER SERVICES

Flexible Project Support

We offer tailored project support on either a fixed-fee or hourly basis, depending on the nature and scope of the work. Services include internal audits, redundancy consultations, performance appraisals, compensation and benefits reviews, business continuity, and recruitment strategy development. Following an initial discussion to understand your needs, we'll provide a clear proposal outlining the costs involved.

Training Services

We also offer a range of practical and engaging training options, available both online and in person, designed to support your team's development and compliance.

5. OTHER TOOLS

We provide a full range of additional free and paid resources to help you recruit and retain your employees including:

- Free Recruitment Audits
- Free Salary Benchmarking and Guidance
- Talent Attraction Healthchecks
- Engagement Surveys
- Diversity and inclusion Audits
- GDPR Compliance Audits
- Glassdoor Audits

6. SALTWATER SEARCH - RECRUITMENT

As recruitment specialists, we understand how crucial it is to find the right person for your business. However, the process can be time-consuming and administratively demanding. Without recruitment experience, it can also be challenging to effectively assess candidates and make confident hiring decisions, potentially leading to costly mistakes.

We offer a comprehensive recruitment service that draws on our in-house experience, so your candidates experience a seamless service.

PACKAGE 1 - ESSENTIAL - £1,250

For companies seeking support with advertising but confident managing the rest, we offer an Essential Package.

This includes advertising the role on one paid job board, screening CVs and conducting pre-interview calls with suitable candidates if required, providing you with a shortlist and matrix. You handle the interviews and make the final offer.

PACKAGE 2 - MANAGED - £2,500

Our intermediate package is perfect for organisations who need a bit more support with their recruitment administration, but want to handle the interviews and offers themselves.

This includes advertising the role on one job board (additional job boards can be included at extra cost), full CV and telephone pre-screening of applicants, co-ordination of interviews and feeding back to unsuccessful candidates.

PACKAGE 3 - COMPLETE - £5,500

Our comprehensive package offers full-cycle support, from advertising through to onboarding. This package is perfect for organisations who do not have the time or experience to manage the recruitment process.

This package includes an ATS, advertising the role, pre-interview candidate screening, interviewing the candidate if needed (travel costs may apply), managing the offer process, and preparing the offer paperwork for your new employee.

Electronic document signing, Right to Work checks and onboarding can be included at additional cost.

MORE INFORMATION

The recruitment packages above are typically suitable for standard roles with salaries up to approximately £40,000 per annum.

For niche roles, higher-salary positions, or roles requiring a more intensive interview process, such as assessments, we can provide a tailored quote based on your specific needs.

We are also able to assist in the recruitment of temporary employees via our partner agency.

APPLICANT TRACKING SYSTEM

For companies who will be doing ongoing recruitment, there is the option to include a bespoke ATS from £25 per month.

Details.

On Demand HR Advice - Remote service only

£45 for first hour

[Full hour charged.]

£75/hour after

[Charged in 15-minute periods.]

Flexible Packages (minimum 3 months):

- A named HR contact who understands your business and how you operate.
- Ongoing HR and employment law support by phone or email.
- An HRIS, configured for your team, with training provided and ongoing support.
- Day-to-day HR administrative support and guidance on people processes
- Reminders when legislation changes so are you aware and updating of documentation as required.

Businesses with 1-10 Employees / 2 hours per month

£155/month

Businesses with up to 20 Employees / 3 hours per month

£210/month

Businesses with up to 50 Employees / 4 hours per month

£350/month

Blocks of Hours

10 hours (carries forward)

£675

20 hours (carries forward)

£1,275

Details.

Engaged Service Packages (minimum 12 months):

For growing teams who want hands-on help setting up proper HR foundations.

- Breathe HR setup and management
- HR letter and document templates
- Bespoke employment contract and Essential Employee Handbook
- Up to 4 hours/month of HR administration or document work (letters, new-starter packs, record updates) and advisory support.
- Advice and guidance on operational people issues (performance, conduct, absence).
- 15% discount on project or recruitment work

Businesses with 1-10 Employees	£210/month
Businesses with up to 20 Employees	£290/month
Businesses with up to 50 Employees	£405/month

Details.

Documentation:

Bespoke Contract and Offer Paperwork	Created specifically for your Organisation, with both fixed term and permanent options.	From £350
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Company Handbook Templates	Customisable templates available from our website for you to download and personalise.	£75
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Bespoke Company Handbook	Fully bespoke handbook, created specifically for your business, reflecting your values, tone of voice and branding. Available in a range of formats, including Word, PDF and online hosted.	From £550
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Policies	Customisable template	From £25
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	Bespoke policies drafted for your business	From £150
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HR Software	We can implement and provide ongoing support.	On Request
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Prices at a Glance.

On Demand HR

Remote ad hoc operational HR advice or administration	£75/hour after initial consultation
Case Work or Project Work	£95/hour £550/day

HR Documentation

Standard Contract and Offer Paperwork	£350
Bespoke Handbook Templates	from £550
Bespoke Policies	from £150

HR Software

Stand alone Employee Database	from £22/month
Applicant Tracking System	from £25/month

Engaged Services - Flexible

Saltwater Micro	£155/month
Saltwater Starter	£210/month
Saltwater Core	£350/month

Engaged Services - 12 month contract

Micro	£210/month
Starter	£290/month
Core	£405/month

Recruitment

Essential Recruitment	£1,250
Managed Recruitment	£2,500
Complete Recruitment	£5,500

Terms and Conditions.

This document is not contractual and no agreement shall be formed until both parties have signed the Terms of Business. Any quotation issued by Saltwater HR does not constitute a contractual offer capable of acceptance. An order from the Client shall be treated as an offer to procure Services, which shall only be accepted once Saltwater HR provides written confirmation.

The information and services described in this brochure and any linked materials ("Services") are provided in good faith. Every reasonable effort has been made to ensure that the details are accurate and up to date; however, Saltwater HR does not warrant the accuracy or completeness of the Services.

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