

**JOB DESCRIPTION**

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| **TITLE:** | **Human Resource Administrator** |
| **LOCATION:** | **Based at Age UK Lewes Office and working remotely from home.** |
| **HOURS:** | **21 hours per week preferably over 3 days** |
| **SALARY:** |  |
| **RESPONSIBLE TO:** | **People & Development Manger** |

**PURPOSE OF THE POST:**

To provide efficient administrative support within the HR team for colleagues and volunteers, including but not limited to recruitment, maintaining colleague records on our People HR system, contract changes, general correspondence via email and letter, training, policies and procedures, to meet the charities needs in line with legislation.

Human Resources Administration

1. To support the People and Development Manager, Human Resource Advisor and Volunteer and Human Resources Coordinator with general day to day administrative duties and HR correspondence.
2. To support with the administration, co-ordination and support of recruitment and selection activity, including advertising, interview invites, as well as undertaking pre-employment checks including Disclosure and Barring Service Checks.
3. To support with the administration and coordination of all on boarding procedures such as offer letter, contract, induction programme and probationary, this list is not exhaustive.
4. To support with the implementing and maintaining employment records on the People HR System and personal files in line with GDPR regulations.
5. To support with the administration and co-ordination of staff training systems and records.
6. To Support with project work.
7. To Support with adhoc office administration approved by the People and Development Manager.

Volunteer Administration

1. To support on all aspects of the day-to-day administration of the volunteer programme.
2. To support with volunteer enquiries and other matters on behalf of Age UK East Sussex and deal with them in accordance with all relevant policies and procedures.
3. To work closely with the HR team to ensure that the recruitment and selection of volunteers is managed safely and effectively and follow proper recruitment procedures including initial meeting, reference checks, DBS checks, induction and issue of ID badges.
4. To work closely with HR team to ensure that volunteers are given the appropriate training and support to be successful in their volunteering role and to meet statutory responsibilities.
5. To support with the administration and co-ordination of the relevant volunteer training systems and records.
6. To support with maintaining volunteer agreements, electronic personnel files and data on the Assemble/Volunteer Datbse and other volunteer information as necessary, adhering to AUKES Data Protection Policy and Procedure and GDPR regulations.
7. To support with any volunteer projects.

**OTHER:**

1. To work within the policies, procedures and quality frameworks adopted by Age UK East Sussex with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.
2. To undertake relevant training as required by the organisation and agreed with your line manager.
3. To be an Ambassador for the Charity, positively always promoting the organisation and its services.
4. To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.
5. Age UK East Sussex reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.

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**PERSON SPECIFICATION**

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| **Attribute:** | **Requirements:** | **Essential/**  **Desirable** | **How Assessed:** |
| **Education/**  **Qualification** | GCSE (or equivalent) grade C or above in Maths and English. | E | Application |
| **Experience** | Strong administrative experience  Experience of working in a generalist HR environment, to include administration of recruitment.  Experience of using an HR system/database.  Experience of working within Disclosure and Barring System/Safeguarding protocols. | E  D  D  D | Application/ Interview |
| **Knowledge** | Understanding of HR Services and the contribution that they make to an organisation. | D | Interview |
| **Skills and Abilities** | Strong administrative skills.  Able to maintain confidentiality.  Excellent written and verbal communication skills.  Excellent interpersonal skills, with the ability to communicate with people at all levels.  Ability to effectively build and maintain good working relationships.  Strong numerical skills with ability to analyse data.  Ability to effectively multi-task and meet deadlines.  Accurate with impeccable attention to detail.  Ability to work independently but also to be team focussed.  Competent user of Microsoft Office applications, especially Word, Outlook and Excel. | E  E  E  E  E  D  E  E  E  E | Interview |
| **Other** | Empathy with others.  Flexible and adaptable to change.  Tactful, diplomatic, discreet and approachable.  Proactive, self-motivated and able to demonstrate initiative. | E  E  E  E | Interview |



I confirm that I have received and read the above Job Description and Person Specification.

As an employee of the Charity, I understand the duties and responsibilities assigned to me. Furthermore, I understand that these are intended as guidelines and may change over time, as necessary. From time to time, I understand I may be asked to perform duties and undertake responsibilities that are not specifically set out in my job description but are suitable for my role and level.

I confirm that I have received and read the above job description and person specification.

**Employee Name............................................................................................................**

**Signature.......................................................................................................................**

**Date...............................................................................................................................**