 Job Description

**key information**

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| **Post:** | HR and Executive Assistant |
| **Salary/pay:** | FTE Salary is from £26,000 to £28,759, depending on experience  Salary range for 24 hours is £ 17,333 to £19,173 |
| **Hours and Location:** | 24 per week, worked over 4 or 5 days. This role is office based, with home working to agreed by line manager.  The post hold will occasionally visit other locations in Surrey to attend meetings or support the charities wider work/activities. |
| **Responsible to**: | HR Manager |

**JOb purpose**

We are a surrey based charity with 60 employees, 15 youth workers and a number of volunteers. We have a visible and well-integrated HR function, which is responsible for HR, training, recruitment, volunteering, health & safety and building management activities. The function also coordinates and oversees the zero hours youth worker team.

This varied role is to support this function as well as to provide administrative support to our CEO.

**mAIN DUTIES AND RESPONSIBILITIES**

**HR Administration**

* Manage and maintain accurate and up-to-date employee and volunteer records and input information into our HR Information System (Iris Staffology).
* Prepare and issue employment contracts, offer letters, pay increase letters and other HR documentation and correspondence.
* Collect references for new employees and volunteers, coordinate DBS checks, check ‘right to work documentation’ and ensure that ‘safer recruitment’ measures are fully completed.
* Handle confidential information with the utmost discretion and professionalism.
* Share pay changes, new starters and leaver information with the Finance Manager in a timely manner, and administratively support the payroll function.
* Complete compliance checks, such as DBS checks, on existing staff and volunteers in a timely manner using a systematic method.
* Develop the use of our current HR system, ensuring that we are using its functionality to meet the needs of the organisation and its strategic objectives.
* Cover administrative tasks for the Volunteer Coordinator during planned/unplanned leave.

**Recruitment and selection**

* Support the recruitment process by posting job advertisements, coordinating applications and interviews.
* Coordinate activities that support the onboarding and induction process.
* Support best practice by making recommendations about recruitment. Specifically, to ensure our recruitment processes reflects our values, is fully inclusive and provides a good candidate experience.
* Occasionally support our volunteer function, for example by attending volunteer recruitment events/stands.

**Engagement, Training and development**

* Assist with the development of an annual employee engagement plan.
* Issue, monitor and report on the completion of mandatory training, escalating as necessary.
* Maintain accurate and up-to-date training records.
* Book external training courses, such as First Aid, invite colleagues onto training and manage attendance and attendance lists.
* Assist with sourcing external trainers, obtaining quotes, and managing invoices.
* Prepare and distribute training materials.
* Be the first point of query for training questions.
* Assist with the development of an annual CPD / training plan.

**Employee relations & HR policies**

* Be familiar with Action for Carers policies and procedures, and have/gain the confidence to answer queries in areas such as absence/leave, flexible working requests and maternity/paternity/parental leave.
* Contribute/assist the development, implementation, and review of HR policies and procedures.
* Note take during formal meetings with employees.

**Health, Safety and Building Operations**

* The HR manager is responsible for health and safety and office management. In this role you will assist with:
* Monitoring, tracking and reporting on incidents and accidents (staff, volunteers and carers) and the return
* Maintaining a record of risk assessments
* Liaising with landlord, cleaners and other external contractors
* Ordering of office equipment and materials.
* Replenishing first aid kits and other PPE supplies used by teams

**Executive Support**

* Provide administrative and diary management support to the CEO and COO including co-ordinating and setting up meetings, travel arrangements, taking minutes as required and ensuring they have relevant papers etc in advance.
* Assist with preparation of presentations, management reports and data analysis.
* Assist with the organisation and administration of the board of trustees meetings including taking minutes.
* Take a hands-on role in supporting the planning and execution of management away days and meetings, staff engagement activities and similar events.
* Provide other adhoc and confidential support to the CEO / COO as required.

**General**

* To promote and adhere to Action for Carers values:

Focus; Inclusion; Respect;, Excellence.

* Attend mandatory training and meetings identified by ACS.
* Ensure all work with young carers meets current legislative requirements, good practice and is line with ACS policies and procedures, in particular to understand the responsibilities in the role in relation to safeguarding, confidentiality and data protection.
* Work in accordance with the ACS Code of Conduct and to understand and implement policies, standards and procedures of ACS.
* To attend and contribute at team meetings, supervision, area meetings and core ACS/SYC training.

 Personal Specification

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| **Experience** | **Essential or Desirable** |
| Experience in an administrative role, within HR, recruitment, training or a related field. | Essential |
| Experience independently preparing and issuing documents such as terms and conditions, letters and other written communications. | Essential |
| Experience inputting data into HR information systems (HRIS) or using using a database in a professional capacity. | Essential |
| Experience with note taking, diary management and providing administrative support to a manager / senior manager. | Essential |
| **Education & knowledge** | **Essential or Desirable** |
| GCSEs in English and Maths (or equivalent). | Essential |
| Knowledgeable in standard Microsoft Office packages, including outlook, excel, word and powerpoint. | Essential |
| CIPD Level 3 or equivalent and/or other training or certification in HR-related topics. | Desirable |
| **Skills and Abilities** | **Essential or Desirable** |
| Strong organisational skills with the ability to manage multiple tasks and priorities. | Essential |
| Excellent verbal and written communication skills. | Essential |
| Attention to detail and high level of accuracy. | Essential |
| Ability to work independently. | Essential |
| Discretion and ability to handle sensitive and confidential information. | Essential |
| **Personal Attributes** |  |
| A proactive and positive attitude. | Essential |
| Empathy and a genuine interest in people and their development. | Essential |
| Flexibility and willingness to adapt to changing circumstances. | Essential |
| A desire to learn and develop HR knowledge and skills. | Essential |
| **Other** | **Essential or Desirable** |
| Able to commute to and work from our offices in Burpham, Guildford | Essential |
| Able partake in training sessions relevant to the role | Essential |