



HR Administrative Assistant

- Job Title:** HR Administrative Assistant
- Location:** The Cellar Trust, Fairfield Road, Shipley BD18 4PQ / homeworking (see below)
- Responsible to:** HR & Governance Administrator
- Hours of work:** Part-time: 30 hours per week (4 days)
- Salary:** £17,050 - £18,135 FTE per annum
- Contract:** Fixed term for 12 months
- Holiday allowance:** 25 days per year plus bank holidays, pro-rata
- Informal enquiries:** Polly Mellor (HR & Projects Manager) 01274 586 474 or polly.mellor@thecellartrust.org
- Applications to:** Lucy Quirk (HR & Governance Administrator) lucy.quirk@thecellartrust.org
- Closing Date:** 4pm Friday 22 May 2020
- Interview Date:** w/c 25 May 2020 via video conference call (Zoom)

General

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification. If you would like a copy of the application form and related documents in another format, such as a paper copy, please contact Lucy Quirk lucy.quirk@thecellartrust.org.

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check.

Job Purpose

We are looking for an experienced administrator to support our HR and governance requirements. We are a dynamic and growing charity with approximately 60 staff and 20 volunteers to support. Ideally you will have experience working in human resources, although this is not essential. You must have excellent IT skills, be able to handle sensitive information confidentially, and have very good attention to detail.

As a value driven mental health charity we are also looking for someone who is passionate about mental health and making a difference and who is able to work sensitively with staff, volunteers and clients.

You will cover a range of HR administration duties including, but not limited to, supporting recruitment, induction & training; processing DBS checks; maintaining employee records via our online HR management system, taking minutes and coordinating meetings.

Job Location – COVID-19

Due to the COVID-19 pandemic The Cellar Trust office is currently closed and all staff are working from home with most services and functions continuing as normal. We are unclear at this stage when we will be able to resume normal operations and have staff on site. Therefore, it is likely you will be required to work from home for the start of your contract. This will include having a virtual induction and training via telephone, email and video calls. We will work towards getting our staff back in to the office as soon as we can, however we cannot predict when that will be. Therefore, you will need to have a suitable space to work at home, with access to the internet and the ability to make confidential calls and attend virtual meetings. You will be provided with all equipment necessary to do this.

Accountability

- Responsible to the HR & Governance Administrator.
- No direct line management responsibility.

Key duties and responsibilities

Human Resources

- Maintain employee records using our online HR management system – to include uploading documents, creating new users, amending records and responding to related staff queries.
- Support the recruitment process to include: pre-recruitment – advertising posts, managing the application process, arranging interviews and preparing all paperwork; post recruitment - take up references, support new starter set up and associated administration.
- Support to produce and distribute employment contracts, contract variations and other associated employee correspondence.
- Provide admin support for staff training and inductions. This will include help with the induction process, coordinating mandatory training for new starters and annual staff refreshers, liaising with training providers and venues, assisting staff with online training queries and ensuring training records are kept up to date.
- Carry out new and renewal DBS checks for all staff and trustees using an online system.
- Take minutes at a range of meetings to include formal HR meetings, staff meetings and board meetings.
- Ensure that all HR records are kept in accordance with GDPR guidance and our internal data protection processes.

Governance

- Provide additional admin support for the HR & Governance Administrator when needed to include taking minutes, arranging meetings and circulating papers.

Other

- Provide administrative support for the Leadership Team, Senior Leadership Team and CEO, where necessary.
- Purchase IT and office supplies, arranging the distribution of staff equipment and ensuring all records are kept up to date.
- Arrange staff meetings including via teleconference and online (zoom).
- Undertake other general administration support where needed across the organisation.
- Deal with sensitive information with professionalism and maintain confidentiality at all times.

- Provide occasional cover to reception when needed to cover staff absences and breaks. This must include the ability to deal with all visitors, clients and customers often in busy and demanding circumstances.
- Undertake all mandatory training.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To work within all Cellar Trust policies and procedures including equality and diversity, health and safety, confidentiality and data protection.

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria below are addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths Level 4 or above, or equivalent experience	Training and / or qualifications in IT systems eg Excel, Word, PowerPoint, databases
SKILLS & EXPERIENCE	At least two years' experience of working in a complex administrative role in a demanding office environment	Experience of HR and/or recruitment administration
	Excellent IT skills including good knowledge of Outlook, Word and Excel and using online databases.	Experience of working in a mental health setting
	Experience of data entry.	Experience of working in the voluntary sector
	Good attention to detail.	Experience of diary management using Outlook or similar
	Strong organisational skills including effective time management and multi-tasking.	
	Good written skills to include minute taking, preparing letters and other documents.	
	Ability to be flexible and manage conflicting demands on your time.	
KNOWLEDGE	A range of knowledge relating to key administrative tasks and functions	Understanding of HR processes and areas of work
	Understanding of data protection, GDPR and the need to maintain confidentiality in all areas of work	Awareness of mental health problems and how they can impact on everyday life
		Knowledge of the voluntary sector and supporting Trustee boards
PERSONAL ATTRIBUTES	Committed, passionate and enthusiastic about the work of The Cellar Trust	
	Commitment to work as part of a team including being prepared to work on tasks outside of immediate job description	
	Commitment to ongoing learning and development.	