



# HR Administrative Assistant

<b>Location:</b>	The Cellar Trust, Farfield Road, Shipley BD18 4QP
<b>Salary:</b>	£19,635 - £21,035 FTE per annum pro rata
<b>Hours of work:</b>	Full time (37.5 hours per week OR part time 30 hours per week. Flexible working options considered.
<b>Contract:</b>	Permanent
<b>Holiday:</b>	25 days per year plus 8 bank holidays
<b>Responsible to:</b>	HR & Projects Lead
<b>Informal enquiries:</b>	Polly Mellor (HR & Projects Lead) <a href="mailto:polly.mellor@thecellartrust.org">polly.mellor@thecellartrust.org</a> 01274 586474
<b>Closing date:</b>	5pm Tuesday 16 August 2022
<b>Interview date</b>	Wed 24 August 2022

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Working for the Cellar Trust isn't about having a job - its about changing and saving lives. We are a mental health charity that supports people across Bradford, Airedale, Wharfedale and Craven, delivering brilliant services to give people a helping hand with their mental health. Whatever your role is you will have the chance to make your mark and see the impact of your work.

## The Role

We are looking for an administrative assistant to provide excellent clerical support for our HR team. This will include supporting the recruitment of staff and volunteers, setting up new starters, maintaining staff records and general admin tasks relating to HR.

## Who you are

You are used to working in a busy administrative role and juggling a number of tasks at one time. You have excellent attention to detail with experience of data entry and using online systems to input and amend customer or staff details. You are able to deal with confidential information sensitively and appropriately. HR experience is not essential as training will be given.

## What you will do

- Create and update employee records using our online HR management system. This will include uploading documents, creating new users and amending records.
- Support our recruitment process. This will include advertising posts, dealing with job applications, answering queries and/or directing them to the appropriate person, arranging interviews and preparing all paperwork, requesting references and completing all pre-employment checks.
- Set up new starters to include processing new starter forms, creating electronic staff records, arranging mandatory training and induction sessions.
- Produce and distribute employment contracts, contract variations and other associated employee correspondence.
- Carry out new and renewal DBS checks for all staff using an online system.
- Provide admin support for volunteer recruitment, training and supervision when needed.
- Help to manage the HR and recruitment email inboxes, responding to and forwarding on staff queries as appropriate.
- Undertake a range mandatory and role specific training including safeguarding, data protection, health and safety and mental health awareness training.
- Work in accordance with all Cellar Trust policies and procedures.
- Perform any other duties relevant to the post, taking a flexible, team-based approach to the role.

## What you will get

- The chance to work for a dynamic, friendly and supportive charity.
- Opportunities to develop your skills and experience in administration and HR support within a mental health setting, in a rewarding and fulfilling environment.
- Training and development opportunities.
- Access to our free employee assistance programme, including a free 24hr advice helpline and counselling support when needed.
- The option for flexible working if suited to the role – have a chat with us about your circumstances and we will see if we can accommodate your requests.

## Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that you address all of the criteria in your application.

Criteria	Essential	Desirable
<b>Qualifications</b>	Good general education to at least GCSE level 4 or equivalent.	Training in IT software eg Microsoft Word, Outlook, Excel, PowerPoint, online databases.
<b>Experience</b>	At least 1 years' experience of working in an administrative role in a busy office environment.	Lived experience of mental health difficulties.
	Experience of data entry	Experience of working in the voluntary sector.
		Experience of working in HR and/or volunteer recruitment
		Experience of working in a customer facing setting.
<b>Skills</b>	Excellent IT skills in Word, Outlook and Excel.	Advanced IT skills in Word, Excel and online databases.
	Good written skills to include preparing letters and emails.	
	The ability to communicate well with a range of people both inside and outside the organisation.	
	Excellent attention to detail and ability to accurately input data.	
	Good organisational skills	
<b>Knowledge</b>	A range of knowledge relating to basic administrative tasks.	Awareness of safeguarding issues.
	Basic understanding of data protection, GDPR and the need to maintain confidentiality in all areas of work	Basic understanding of recruitment administration
<b>Personal Qualities</b>	Flexible approach to work including the ability to work as a team and using own initiative.	
	Ability to multi-task, work calmly under pressure, and meet tight deadlines.	
	Passionate about mental health and improving the wellbeing of people in the district.	
	Committed to professional and personal development	
<b>Other</b>	Willingness to undertake a basic Disclosure and Barring Service (DBS) check	

## How to Apply

To apply for this post please submit your CV with a covering letter stating how you meet the criteria listed in the person specification to [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org) before the closing date of 5pm Tues 16 August 2022.

If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org). Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

The Cellar Trust believes in equity and we celebrate diversity. We are an inclusive workplace, where everyone is welcome and supported to be themselves. 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 please specify this in your application.