

Hampshire & Isle of Wight Wildlife Trust

JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
JOB TITLE	HR Assistant - <i>Part Time 25 hours over preferably over 5 days per week</i>
DEPARTMENT	Business Resources
RESPONSIBLE TO	HR Manager
RESPONSIBLE FOR	n/a
LEVEL	B
HOURS	25 hours per week
ROLE BASED AT	Beechcroft

2. OVERALL PURPOSE OF JOB
<p>Reporting to the HR Manager this role will act as the first point of contact for all HR queries, providing support to staff and managers on a range of HR related issues. You will maintain the HR database ensuring it contains accurate and up to date information and assist in its development and maintain employee electronic and paper files. Alongside assisting the HR Manager with all parts of our recruitment and onboarding processes, issuing contracts and new starter documents, ensuring the induction process is complete for all new-starters and implementing the Trust's Learning & Development Plan and HR Strategy.</p>

3. MAIN RESPONSIBILITIES
<p>HR Administration</p> <ul style="list-style-type: none"> • To maintain staff records on our HR database ensuring all information is added correctly and update changes in contracts, hours and work patterns, employee status etc; • Ensure dates for the end of probation periods and end of contracts are setup for the automatic email updates • To run reports on staff absence, training etc from the HR database on a monthly basis and write reports as requested by the HR Manager • Maintain hard copy personnel files, records for employees' addresses, personal details etc. • Ensure Child Protection and Safeguarding records are up to date, and that requirements are met for all relevant staff. • Process and keep up to date records of DBS checks (formally CRB) for Trust staff & volunteers as required. • Manage and input sickness records, running reports as requested • Manage and maintain training records on the HR database including updating training costs and running reports to assess the need for refresher training on a monthly basis. • Liaising with the Volunteering Assistant help organise staff training as requested to do so by the HR Manager ensuring this is efficient and cost effective for the Trust. • Maintain staff leave, along with the long service leave sheets and run summary reports as requested by the HR Manager. • Process PDR's into staff files and filing copies for CEO and review board • Assist HR Manager with recruitment; <ul style="list-style-type: none"> • liaise with HR Manager and line managers regarding new recruitment • placing recruitment adverts as requested • manage the recruitment email address and answer queries • provide telephone support to interested candidates and send application packs

- process incoming application forms – electronic and postal
- liaise with the selection panel to set up interviews and send invites to successful candidates (both verbal and email)
- Provide interview support – setting up candidates with tests and showing them round if required
- Assist with Trust HR inductions as requested by the HR Manager
- Answer staff HR queries as required
- Send HR letters as requested including; End of Probation, Annual Salary letters, Contract letters as requested
- Input weekly timesheets onto monthly timesheet spreadsheet
- Assist HR Manager with drawing up new HR documents and guidelines, HR reports etc
- Archive staff leavers' electronic and paper personnel files.
- Coordinate with and assist the Volunteering Assistant with the purchase of Trust clothing for staff and volunteers
- Consider GDPR within the HR function and processing of employee data

Miscellaneous

- Work alongside the Volunteering Assistant and other Business Resources Team members and assisting as and when required
- To help provide general front office phone cover as needed.
- To abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes and procedures
- To promote the Trust wherever possible, in particular recruiting new members
- To undertake additional duties commensurate with the post as may be reasonably requested from time to time

4. JOB SPECIFICATION / SCOPE OF ROLE

- This role involves contact with the general public, HIWWT staff and volunteers along with suppliers and other customers
- There is no delegated authority budgetary or management responsibility within the role
- There may be a need to travel to Trust events, sometimes out of hours work will be required

Hampshire & Isle of Wight Wildlife Trust
PERSON SPECIFICATION

JOB TITLE	HR Assistant
DEPARTMENT	Business Resources

Below is the list of experience, knowledge, skills and personal qualities desirable for the above role.

Area A EXPERIENCE
<p>The post holder will be expected to have:</p> <ul style="list-style-type: none"> • Experience of using a Databases and CRM systems • Customer relations experience • Previous experience in HR administration an advantage
Area B KNOWLEDGE
<p>The post holder is expected to be:</p> <ul style="list-style-type: none"> • Qualified to Level 2 skills or equivalent, such as: <ul style="list-style-type: none"> ○ GCSEs grades A*-C (O Levels/CSE) ○ BTEC First Diplomas and Certificates ○ OCR Nationals ○ Key Skills level 2 ○ NVQ Level 2 • Have a good level of knowledge in the areas covered by the key responsibilities • Commitment to the objectives of the organisation • Understanding of GDPR
Area C SKILLS
<p>The post holder will need to have:</p> <ul style="list-style-type: none"> • Good communication skills, orally and in writing • Comfortable and confident with numbers • Ability to deal with difficult situations • Ability to work on multiple pieces of work at any given time • The ability to prioritise workloads effectively and meet deadlines • Excellent organisational and interpersonal skills • Good IT skills, knowledge of Microsoft Office and the ability to learn new software applications • Attention to detail • Ability to work closely within a small but very busy team but also use own initiative
Area D PERSONAL QUALITIES
<ul style="list-style-type: none"> • Polite, personable and approachable • Tactful and diplomatic • Customer focused • Excellent interpersonal skills • Self-managing but knowing when to involve others • Mature and professional outlook • Ability to work under pressure and juggle a complex and busy workload • High level of personal and professional integrity • Assertiveness, energy and drive • Capable of working as part of a team and across the organisation • Imaginative and resourceful • Flexible and willingness to think creatively