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Post:	HR Administrator		
Effective Date:	May 2013		
Version No:	5	Version Effective Date:	April 2017

Position: HR Administrator

Hours: Full Time (37 hours per week) – occasional evening work may be required to attend meetings / events

Salary: £16,000 per annum

Reports to: HR Manager

Summary of Purpose

- To provide day to day HR administrative support which contributes to the long-term development of the HR function.
 - To deliver a professional, effective and organised HR administration service.
 - Be the first point of contact for general volunteering enquiries, ascertaining the prospective volunteers' interests and skills in order to match to available opportunities.
 - To support and provide cover for Goodwin's Head Office Reception and other sites / projects as and when required.
 - Provide administrative support to Goodwin's Board of Directors and Senior Management Team, including minute taking at meetings as and when required.
 - This is very much a "hands on" role in a busy environment. The candidate will ideally have practicable knowledge of HR practices and possess high attention to detail, coupled with excellent time management skills.
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Main Duties/Responsibilities

General HR Duties

- Be the point of contact for the HR Department responding appropriately to basic queries from staff and managers or signposting them appropriately.
- Support the HR Team with recruitment and selection processes.
- Progress pre-employment clearances (ID checks for Disclosure & Barring Service Checks – DBS), employment references, Right to Work checks.
- Coordination and inputting of staff and volunteer data onto the HR database (sickness, personal information changes, new starters/leavers).
- Producing Excel reports, statistical information for HR reporting and letters or documents as appropriate and liaising with payroll daily in order to keep accurate staff records.

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- Conduct inductions for new starters and prepare information packs. Liaise with the HR Team for any updates as necessary to reflect changes within the organisation.
- Manage employee and volunteer files to ensure they are up to date and any other general filing and office duties for the HR department.
- Process both incoming and outgoing mail/correspondence (including the HR email account) on a daily basis, ensuring mail/correspondence is distributed/added to personal files/database as quickly and accurately as possible.
- Minute taking of meetings, as and when required.
- Monitoring staff probationary reviews/DBS rechecks and appropriate staff development paperwork. Inform Managers of outstanding reviews, update the HR database and issue appropriate correspondence.
- To maintain confidentiality at all times, in accordance with the Data Protection Act, Goodwin's Information Governance Policy, and to be aware of the sensitivity of HR issues in all aspects of the role.
- The post holder may be required to travel occasionally to attend HR related meetings, and training events.
- From time to time may be required to cover for other administrative posts or reception.
- To complete any other additional tasks as appropriate to the role.

Volunteer Co-ordination Duties

- Co-ordinate the recruitment of volunteers, meeting with potential volunteers and assisting with volunteer applications.
- Maintain an up to date volunteer contact database and co-ordinate placements to ensure that the HR database has an accurate reflection of all volunteers within the organisation.
- Assist Project Managers in supporting their volunteers, ensuring that regular reviews are carried out.
- Create statistical information and provide an overview of current volunteering activities for monthly reporting purposes.
- Monitor and evaluate volunteer satisfaction and activity and use this information to improve the relationship between Goodwin Development Trust and volunteers and ensure good volunteer retention.
- Organise and attend volunteer celebration events, ensuring Goodwin volunteers feel valued and appreciated.

Supporting Senior Management Team and Board of Directors

- Provide adhoc administrative support, including minute taking, as and when required.
 - Provide reception cover at Head Office, and other sites, as and when required.
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General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

To promote & follow all current Goodwin Development Trust policies and procedures

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder’s responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the postholder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

Personal Specification

Technical Competencies (Experience and Knowledge)	Essential (E) or
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		Desirable (D)
T1	Proven experience within an administration role	E
T2	Experience in a HR environment / experience of Volunteer Co-ordination	D
T3	Excellent IT Skills proficient with Microsoft Outlook, Word and Excel	E
T4	Experience of prioritising conflicting tasks.	E
T5	Good comprehension of written English, in particular grammar.	E
T6	Flexible 'can do' attitude	E
T7	The ability to deal with sensitive matters and an understanding of confidentiality issues including data protection.	E
T8	Highly developed interpersonal skills, teamwork skills and the ability to work with minimum supervision.	E
T9	Ability to input onto databases accurately.	E
T10	A team player that can build positive relationships and work effectively with others.	E
T11	Minute taking experience	E
T12	CIPD qualification / working towards CIPD	D
T13	Current driving licence	D
T14	Certificate in Personnel Practice	D

Mandatory Training Relevant to the Role (Training will be provided)

Training	Essential	Desirable	N/A
Administration & Management of Medicines			
Breastfeeding Awareness (1 hour or 18 hour)			
Case Management Training (RBL)			
Conflict Management (Managing Aggression & Violence)			
Customer Services Training		X	
Data Protection and Information Sharing	X		
Domestic Violence Awareness			
Domestic Violence Routine Enquiry			
Drugs & Alcohol Awareness			
Equality & Diversity Awareness		X	
Estart Training			
Explore the Impact of Child Sexual Abuse			
Explore the Impact of Neglect			
Family Star Training			
Fire Safety Awareness / Fire Marshal Training		X	

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First Aid at Work (3 days)			
First Aid at Work – Emergency (1 day)		X	
First Aid - Paediatric			
Food Hygiene Level 2			
Health & Safety Awareness	X		
Health & Safety at Work Level 2			
Health & Safety at Work Level 3			
Health & Safety COSHH			
Health & Safety IOSH Directing Safely			
Health & Safety IOSH Managing Safety			
Henry Training			
Induction to Care			
Infection Control			
Internal Verifier			
ITQ Level 1 (IT Qualification)		X	
ITQ Level 2 (IT Qualification)			
Manual Handling	X		
Moving and Handling (Danny's Dream)			
Medication Awareness			
Mental Capacity Act			
Mental Health First Aid			
Performance Review Training	X		
Reviewer Training			
Risk Assessment Training			
Safeguarding Adults	X		
Safeguarding Children Level 1		X	
Safeguarding Children Level 2			
Safeguarding Co-ordinator NSPCC			
Safer Recruiting			
Step Stools			
Supervision Training			
Systematic Practice			
Threshold Training			
Train the Trainer			
Working with Parents			

Department Structure



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HR Manager
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HR Administrator

Review Arrangements:

<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.</p>			
Effective Date:			
Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	