


Document:	Job Description and Person Specification
<b>Job Title:</b>	HR Administrator
<b>Project Base:</b>	Hybrid – the role is a remote role, with travel to an EF North West based office once a week.
<b>Hours &amp; Salary:</b>	37.5 hours – £28,312 - £32,496 per annum
<b>Accountable to:</b>	Central Business Manager
<b>Job Summary:</b>	<p>Working with the Central Business Manager, you will provide HR and administrative support to managers and departments across the organisation.</p> <p>You will take responsibility for our internal recruitment processes, ensuring compliance to GDPR legislation and providing administrative support to local hiring managers. You will also support the HR team with tasks such as taking minutes, posting documents and compiling data and reports for senior management.</p> <p>Part of your role will also involve supporting the central support team with the management of our online people systems such BrightHR and Blue Stream Academy.</p> <p>You will take responsibility for coordinating several key meetings including the Joint Leadership Team and the Board. This will involve the arrangement of venues and travel, taking accurate and concise minutes, circulating documents and following up on actions.</p> <p>This is a new and exciting role in a growing team. A keen eye for detail and high levels of organisational skills are key to its success.</p>

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<b>Values:</b>	<p><b><u>Our values</u></b></p> <p><b>Respect:</b> listening to people and treating them with dignity.</p> <p><b>Integrity:</b> being honest and open (with each other) and providing a voice for those who are expert by experience.</p> <p><b>Accountability:</b> taking purpose-driven action, owning our decisions, and remaining flexible as we grow.</p> 
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Minimum 25 days annual leave + bank holidays (pro rata for part time employees)</li> <li>• Day off on your birthday every year</li> <li>• Inclusive culture promoting innovation and autonomy</li> <li>• Extensive Employee Assistance Programme including access to counselling, specialist advice and an online wellbeing portal</li> <li>• Online Medical Assistance – access to a 24/7 GP or second medical opinions for you, your partner and children</li> <li>• Enhanced family friendly policies</li> <li>• Emergency Financial Assistance policy</li> <li>• Death In Service policy</li> <li>• Pension scheme</li> <li>• Option to purchase extra holidays</li> <li>• Wellbeing hour</li> <li>• CPD hour</li> <li>• Cycle to Work Scheme</li> <li>• Annual company events</li> <li>• Extensive training package</li> <li>• Support around personal and professional development</li> </ul>

## Principal Duties and Responsibilities

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### Human Resources

1. Manage our recruitment inbox, ensuring candidate queries are responded to swiftly, and issuing all candidate information to hiring managers.
2. Take minutes of formal HR meetings as requested such as investigations, disciplinary hearings and employment review meetings.
3. Maintain GDPR compliance by securely managing and protecting candidate and worker data, obtaining necessary consent, maintaining accurate records, and appropriately deleting employee data per GDPR regulations.
4. Compile monthly reports for key stakeholders including the Senior Management Team, Executive Team and the Board of Non-Executive Directors and Trustees.
5. Support the Central Business Manager to advertise all roles, following best practice and ensuring consistency between job descriptions and person specifications.
6. Support the Central Business Manager to issue offer letters, contracts and contract amendments as requested.
7. Support the Learning and Development team by coordinating internal training and supporting the arrangement of any external training.
8. Alongside the Central Business Manager, take responsibility, including training staff to use, our online HR tools (Bright HR, Blue Stream Academy, and Microsoft Bookings) including arranging and monitoring licences and completing regular audits.

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### Business support and administration

1. Act as first point of contact for external and internal enquiries including dealing with all email enquiries via [Info@emergingfutures.org.uk](mailto:Info@emergingfutures.org.uk) and general phone enquires via 03330 124 714.
2. Work with the IT and finance teams to manage and monitor the provision of mobile phones and sim cards across the organisation.
3. Take responsibility for printing and issuing all ID cards to employees and volunteers.
4. Provide administrative and project support to the Senior Management Team and Joint Leadership Team including the arrangement of venues, travel and the circulation of documents, action sheets, and minute taking.

5. Provide administrative support to the Board including the circulation of documents, working with the Chair to arrange the meeting schedule, taking concise minutes and actions, following up on any outstanding actions, and arranging travel, venues, and accommodation.
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## Other

1. You will be required to work flexibly from varying operational sites as required and agreed with line manager. You will be required to meet with your line manager in person regularly.
  2. A willingness to work some evenings/weekends as required.
  3. Commitment to continued personal development, maintaining an up-to-date knowledge of developments across the field, legislation and practice relevant to the service user group.
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## Generic Duties & Responsibilities

### Confidentiality

Service user, volunteer and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with data protection legislation.

### Code of Conduct

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession. All staff should promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

### Privacy & Dignity

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

### Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers, you have a duty to ensure you are familiar with safeguarding policies, attend training for safeguarding and know who to contact if you have concerns about an adult or child's welfare.

### Health & Safety

Emerging Futures has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health and Safety legislation and policies relating to Health & Safety and Risk Management.

## Educational Requirements & Competency Framework

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These are the education requirements and competencies required for this role. Please demonstrate in your application where you meet the requirements and where you may need additional support and training.

ESSENTIAL	DESIRABLE
<p><b>Education &amp; Experience</b></p> <p>Substantial administrative experience (ideally HR but we would consider other experience) and be committed to work in an efficient manner.</p> <p>Experience of managing competing priorities across multiple teams.</p> <p>Experience of working with senior management teams and/or Board of Directors.</p> <p>Extensive experience of using data management systems to record, audit and extract information into meaningful reports and conclusions.</p>	<p><b>Education &amp; Experience</b></p> <p>Qualification in MS Office applications such as Excel.</p> <p>Experience of working in a non-profit / third sector organisation.</p>
<p><b>Knowledge, Skills &amp; Abilities</b></p> <p>Excellent written and verbal communication skills with the ability to adapt your style to the relevant stakeholder.</p> <p>High levels of accuracy and attention to detail, specifically with letter writing, taking minutes and preparing reports.</p> <p>Exceptional organisational skills.</p> <p>Ability to take initiative and a commitment to continuous improvement.</p> <p>A keen eye for detail and the ability to work across multiple projects concurrently whilst managing competing deadlines.</p> <p>Ability to manage your own workload and diary.</p> <p>Proficient in Microsoft 365, including Teams, Word, Excel.</p>	<p><b>Knowledge, Skills &amp; Abilities</b></p> <p>Knowledge of HR legislation and employment law.</p>

# COMPETENCY FRAMEWORK: Administrator

## Thinking

### Skills

#### Problem Solving & Decision-Making

- ACT Informed
- Problem Solving
- Decision Making
- Emotional Intelligence

#### Numerical & Analytical

- Numerical
- Analytical

#### Planning & Organising

- Time Management

### Experience & Knowledge

#### Systems & Processes

- Using Databases
- Data Management Systems
- Data Processes
- Petty Cash
- Housing Benefit Claims

#### Compliance

- Information Governance & Compliance

## Communication

### Skills

#### Effective Communication

- Interpersonal
- Influential
- Writing
- Accuracy
- Verbal
- Listening

#### IT & Digital

- IT and Digital Literacy

### Experience & Knowledge

#### Planning & Organising

- Supporting Recruitment
- On-Boarding
- Induction

#### IT & Digital

- Microsoft Office Applications
- Social Media Platforms

#### Systems & Processes

- Data Entry
- Creating Reports

## Practical

### Skills

#### Planning & Organising

- Prioritising
- Organising

#### Collaboration

- Collaborative
- Relationship Building

#### Adaptability & Flexibility

- Patience
- Embracing Change
- Informed Judgements

### Experience & Knowledge

#### Planning

- Administration
- Supporting Operational Processes
- Facilities & Asset Management
- Bookings/Diary Management

#### Compliance

- Supporting Audit
- Safeguarding Level 2
- Health & Safety
- Boundaries
- Managing Data Protection