**Job Description and Person Specification**

**People Advisor**

**October 2020**

**Job Description**

**Job Title:** People Advisor

Contract: Permanent, Full Time 36.25 hours per week 8:45 – 5pm

**Grade:**  3

**Location: Edinburgh with some home working**

**Salary:** £22,696 - £27,019 per annum (depending on experience)

**Mission Statement**

To prevent youth homelessness and to support young people to build better futures.

**Context**

Rock Trust is looking to recruit an experienced HR/People advisor to work in our Administration and HR area. The postholder will have responsibility for end-end HR processes for both staff and volunteers and will be responsible for the day-day management of our cloud-based HR solution. The postholder will need to work autonomously and cross-departmentally and will also attend recruitment fares and organise training events. The postholder will also undertake other administrative duties as required and support with reception cover as part of the wider team.

**Reporting to**

Business Services Coordinator

**Pre-Advert / Advertising**

* Work with recruiting managers on the organisation and set-up of new vacancies, including posting adverts on recruitment websites
* Check Job Descriptions and recruitment documentation for compliance and work with managers to ensure a consistent organisational approach
* Arrange advertising and recruitment campaigns, in collaboration with others including comms & fundraising team.
* Attend recruitment fairs and events and ensure Rock Trust targets all areas of the communities that we serve, and that our recruitment campaigns are unbiased.
* First point of contact for prospective candidates, handling queries and issues.

**Interview**

* Organise with recruiting managers the interview slots
* Ensure interview invites and requirements are sent out on time and that responses are recorded.
* Support recruiting managers with any issues during interview stages.

**On-boarding**

* Work with recruiting managers on completion of on-boarding paperwork, including PVGs, Occupational Health, mandatory training and references
* Set-up candidate file on HR system
* Organise ordering of equipment
* Organise and lead HR inductions for new starts
* Prepare HR documents i.e employment contracts and offer letters, liaising with managers and finance

**Lifecycle**

* Be the first point of contact for HR related matters within the organisation, triaging and referring to managers or senior managers as appropriate.
* Liaise with other departments, ensuring HR administration is up to date for all staff and volunteers.
* Supporting the Business Services Coordinator with various capability investigations, including grievance, absence and disciplinary
* Organise and take minutes of HR meetings, where appropriate.
* Supporting the monitoring, reviewing and updating of HR policies
* Organise reference responses for former employees and/or volunteers
* Providing HR and volunteer reporting for management and board reports

**Off-boarding**

* Organise reference responses for employees and calculate leave entitlement and end date
* Ensure return of equipment.

**Volunteers**

* Organise all aspects of volunteer administration and assist with the overall co-ordination of voluntary placements across Rock Trust.
* To support with the creation of new volunteering roles and positions and supporting organisational staff to effectively manage them.
* To organise and participate in the Volunteer Working Group at Rock Trust, supporting the work of the group by being an active member as well as administrating on behalf of the group to ensure volunteering is at the heart of the organisation.
* To lead volunteering accreditation work, including Investing in Volunteers Award
* Organise and lead HR inductions for volunteers

**General Administration**

* Maintaining databases and processing mail outs
* Responding to and recording queries
* Recording and filing of mail
* Organise events by booking rooms, food, organising speakers and/or resource packs
* Training and development administration, including maintenance of training log
* Support with reception-based tasks, such as answering the phone and welcoming guests, when required.
* Any other duties as required by the Chief Executive from time to time.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** |  |  |
| Relevant qualification at SCQF level 7 or above, such as:   * HNC in Administration and Information Technology, * HNC Human Resource Management * or equivalent rated CIPD qualification * or equivalent qualification or above | X |  |
| At least two years’ experience working in a HR related role | X |  |
| Experience working with cloud-based HR solutions | X |  |
| Experience working with Office 365, such as Teams, Sharepoint, Forms, Power Automate, |  | X |
| Confident and proficient user of MS word, excel and outlook | X |  |
| Experience working with confidential information, such as HR & personal files | X |  |
| Experience in organising all aspects of a booking process and arranging meetings and conferences | X |  |
| **Skills and Knowledge** |  |  |
| Confident communicator with excellent interpersonal skills | X |  |
| Excellent organisation and time management skills | X |  |
| Excellent written skills and attention to detail | X |  |
| Ability to work to tight deadlines under one’s own initiative, with a can-do attitude | X |  |
| Work well as part of a team | X |  |
| Knowledge of lifecycle HR processes and procedures from on-boarding to off-boarding | X |  |
| Knowledge and awareness of GDPR |  | X |
| Knowledge of H&S |  | X |
| Knowledge of Better Impact database |  | X |
| Knowledge of youth homelessness issues |  | X |
| **General** |  |  |
| Willingness to work on a flexi time system involving attendance at events outside of office hours | X |  |
| Creative approach with a passion for problem-solving and pursuing new ideas and initiatives | X |  |
| Willingness to travel across Scotland to attend recruitment fairs and events to support volunteer recruitment | X |  |