

BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – HR TRAINEE

1 JOB DETAILS

Job Title	HR Trainee		Line Manager		Business Support Manager
Grade Level	Level 1	Spine Pt Range	12 – 14	FTE Salary Range	£18,798 - £19,733 (pro-rata)
Section/Unit	HR		Directorate		Business Support
Location	65 Bonnington Road				
Hours	22.5 hours per week		FTE		0.60
OR	Required to be in sympathy with the mission, ethos and values of Bethany Christian Trust				

2 JOB PURPOSE

This is a key role in the organisation to assist the Business Support Manager to meet their strategic and operational goals.

The HR Trainee will be an integral member of the People Development and Relationship Team and proactively work to deliver HR best practice and ensuring that it is accurate, timely and of high quality and complies with up to date legislation.

The HR Trainee will be required to work independently and as part of the HR team, to maintain and prioritise a varied and busy workload.

3 MAIN RESPONSIBILITIES

	Description	Approx %
1	To support the Business Support Manager and to increase knowledge in the HR function to effectively be able to support the team and the wider organisation	30
2	To assist the Business Support Manager in a multitude of HR activities and new initiatives in order to drive business performance and to assist in meeting the aims and goals of the department	15
3	Ensure delivery of the best quality HR support by ensuring up to date with current legislation and to increase knowledge in this area	25
4	To assist the Business Support Manager in the updating of policies and procedures	10
5	Undertake projects and other tasks, as required by the Business Support Manager in order to sustain the effectiveness and efficiency of the HR department	15

4 PLANNING AND ORGANISING

- The post holder will plan their workload in conjunction with the Business Support Manager to enable them to support the Business Support Manager and the wider team
- The post holder will be expected to assist in reviewing policies and procedures with support from the Business Support Manager to ensure they accurately reflect the requirements of new legislation and best practice

5 PROBLEM SOLVING

- The post holder is willing to ensure that they are fully aware of the organisations policies and procedures and also keep up to date with legislation
- The ability to use initiative to solve problems
- The post holder is required to manage their workload in line with changing priorities
- A desire to develop the role to bring improvements and increased efficiencies
- A willingness to embrace change and meet the changing needs of the organisation

6 DECISION MAKING

- In conjunction with the Business Support Manager the post holder will determine the priority of their own work, ensuring the work is completed within deadlines agreed and in line with best practice, and in compliance with current legislation
- The post holder must have strong prioritisation and organisational skills
- The post holder will provide support to the Business Support Manager, integrating the organisational values into their work and demonstrating behaviours, which reflect these values

7 KEY RELATIONSHIPS & CONTACTS

The post holder's key contacts will include:

- Business Support Division
- Managers/Team Leads/Co-ordinators within the different divisions throughout Bethany
- Key contacts outside Bethany Christian Trust, counsellors, training suppliers, OHS provider

8 KNOWLEDGE, EXPERIENCE AND SKILLS

Essential experience and skills required for this role:

- CIPD qualified or equivalent
- A genuine passion for delivering HR Support in a people focussed manner
- An understanding of current employment legislation and best practice
- Ability to champion and promote new ideas that contribute to a continuous improvement in the culture
- Excellent communication skills: verbal and written with the ability to build professional relationships

Preferable experience and skills for this role:

- Experience in using HR software to analyse data and provide reports

9 QUALITIES AND ATTITUDES

- People focused with tenacity and drive
- Flexibility and openness to change
- Credible and professional team worker
- Role model who consistently demonstrates Bethany's organisational culture, ethos and values

Culture

- Our standard is LOVE
- We SERVE others before ourselves
- We VALUE each person

Demonstrating the **Bethany's values, culture and ethos:**

- **Culture** - Our standard is LOVE
- We SERVE others before ourselves
- We VALUE each person

The post holder will be expected to promote a common understanding of what the organisation's values mean, and critical to success, consistently model the values in all activities and relationships.

10 DIMENSIONS

The post holder reports to the Business Support Manager. Also the post holder will be required to travel to and from various sites on occasions.

11 JOB CONTEXT

The business support division delivers services on behalf of the organisation as a practical expression of Christian love in action.

The post holder is required to be in sympathy with the mission, ethos and values of Bethany Christian Trust.

12 JOB DESCRIPTION CREATION AND REVISION

Created	16 th November 2020
For Reviewed	
Reviewed	