



Job Title: HR Administrator

Role Reports To: Head of Human Resources

Direct Reports: None

Job Family: 2

Salary: £19,000 + London Weighting if applicable

Department: Human Resources

About Volunteering Matters

Volunteering Matters is the UK's leading volunteering charity that brings people together to overcome some of society's most complex issues through the power of volunteering. We engage over 20,000 volunteers every year through more than 100 programmes across England, Scotland, and Wales.

We partner with communities to overcome adversity, tackling social isolation and loneliness, improving health, developing skills and opportunity and ensuring young people can change.

Our local knowledge and energy is used to make action and progress, build stronger communities, and create a better future for all.

Role Purpose

To provide effective Human Resources administration service in an efficient, professional and effective manner, working within the HR team, supporting with areas of responsibility for administration in recruitment, compensation and benefits, employee records and contractual terms. This role will play an important part of our HR transformation project and take responsibility for reviewing and updating all our HR administrative processes.

Key Duties Responsibilities

- The post holder will manage the advertising of potential roles for Volunteering Matters. They will manage the Volunteering Matters recruitment page and external job boards.
- Provide general advice and support to staff and managers
- Producing new starter offer packs and change letters for existing staff
- Provide support with the management and monitoring of attendance
- Maintain accurate record keeping and employee correspondence
- Proactively deal with general HR enquires
- Provide technical management and development of Volunteering Matters HR database system and be the first point of contact for setting up users and responding to queries about the system. The HRIS we use is ADP iHCM.

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- Be responsible for administration of employee records using Volunteering Matters HR database, recording new starters, leavers and changes, and taking steps to ensure information is accurate and up to date.
- Provide support to other systems run by the HR team, including web-based resources and e-learning.
- Producing statistical information and a variety of regular management reports such as quarterly absence, Equal Opportunities data, Appraisal etc. as well as ad hoc reports when requested
- Provide general administrative support for HR services and projects.
- Contribute flexibly to the wider work of the team, undertaking other tasks commensurate with the role as required.

Experience / skills & attributes:

- Proven ability in an HR and / or customer-focused administrative role, together with a strong interest in systems and databases.
- Strong IT skills, including proven ability in managing and developing database systems, and an ability to produce and manage web-based information.
- Working knowledge of HR practice, and some awareness of relevant employment law.
- A track record of developing office systems to ensure processes are robust, effective, and compliant with legal requirements / best practice.
- Good numeracy skills and the ability to provide useful and accurate management information.
- Good verbal and written communication skills, including the ability to respond to queries by phone and email, and to draft correspondence and reports.
- Well-organised and efficient; able to manage own workload, and to plan small projects, to ensure that deadlines are met under pressure.
- Methodical approach to work, and good attention to detail.
- A flexible, customer-focused approach; able to deal appropriately with sensitive issues.
- Must be able to use Microsoft to a high standard including MS Teams

Qualifications

Relevant experience and values alignment is more important for this role than specific qualifications.

Location

The post is home or office based (at our East London offices), and the post-holder can choose which they prefer. If working from home, this can be anywhere in the UK but the role requires reliable internet access. I.T. equipment and infrastructure will be supplied.



Our Values & Way of Working:

Volunteering Matters offer flexible working as a default and in all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values;

- Empowering
- Inclusive
- Compassionate
- Positive
- Straightforward

Diversity & Inclusion:

Volunteering Matters welcome all applicants and are keen to ensure their team to reflect the diversity of the UK and the communities they serve. They would like to encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description.

Application details:

The closing date for applications is 17:00 on 20 August 2021

To apply please email join@volunteeringmatters.org.uk with your CV, supporting statement and recruitment monitoring form.