



People and Culture Assistant

Job Description

Location: Edinburgh (2 days in the National Office in Leith)

Salary: £26,780

Salary Band: 1.4

Contract: 35 Hours per week / Full-Time / Permanent

Directorate: Operations

Reports To: People and Culture Manager

Change Mental Health is a leading national mental health charity providing unique support to people with severe and enduring mental ill health. With over 50 years' experience across Scotland, we believe people affected by poor mental health and mental illness deserve the highest quality of support in the community and that every person has the right to be valued and to share in the opportunities, challenges, and joys of everyday life.

The People and Culture Assistant provides essential administrative and coordination support across all areas of HR, wellbeing, and organisational culture.

Working closely with the People and Wellbeing Officer and People and Culture Manager, this role ensures that people processes run smoothly and that staff across the organisation receive a consistent, positive, and values-driven experience. This is a varied and rewarding role for someone looking to develop their career in the HR or people-focused work within a supportive, purpose-led charity.

Key Responsibilities:

HR Administration and Coordination

- Provide high quality and administrative support across the employee lifecycle, including recruitment, onboarding, changes to employment, and leavers
- Maintain accurate and confidential HR records and systems, ensuring compliance with data protection legislation
- Assistant in the preparation of employment documentation, including advertising roles, scheduling interviews, and corresponding with candidates
- Administer payroll changes, benefits, and absence records in collaboration with the Finance Team.

Wellbeing, Engagement, and Culture

- Support the coordination and delivery of wellbeing and engagement activities such as wellbeing days, surveys, and awareness campaigns
- Assist with internal communications relating to people, wellbeing, and culture updates
- Help promote a positive and inclusive organisational culture aligned with the charity's values
- Collate feedback from staff engagement activities and support the monitoring of participation rates and feedback trends

Learning and Development



- Coordinate logistics for internal and external training, including booking venues, managing attendance, and updating training records
- Support with the evaluation of learning and development activities
- Maintain accurate records of professional development activity and compliance training

General Support

- Provide administrative support to the People and Culture Team, including scheduling meetings, preparing reports, and managing shared inboxes
- Assist with data collection for reporting and audits
- Handle routine queries from staff with professionalism, confidentiality, and care
- Contribute to continuous improvement in people processes, ensuring they are efficient and user-friendly

Essential Criteria:

- Experience in administration or office support, ideally within HR, people, or a charity environment
- Strong organisational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to manage sensitive information with discretion and confidentiality
- Proficient in Microsoft Office and comfortable learning new systems
- A positive, proactive, and collaborative approach to work
- Commitment to the values and mission of Change Mental Health

Desirable Criteria:

- Working towards or interested in studying for a CIPD qualification
- Experience supporting wellbeing, engagement, or inclusion initiatives
- Understanding of HR or people processes
- Awareness and empathy for mental health and wellbeing issues

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Change Mental Health as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies



This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.

Benefits:

- 24/7 access to Employee Assistance Programme
- 35-hour week, flexible and blended working
- 37 days annual leave (including public holidays)
- Paid Mental Wellbeing Days
- Professional development opportunities
- Cycle to Work Scheme, Blue Light Card, season ticket loan

Please note, the salary has been set at the upper limit of our salary band for this role.