

Human Resources Administrator

Job Title: HR Administrator

Reports To: Depute Chief Executive

Location: Granville Street, Glasgow

Contract: Part-time, 21 hours per week (Monday to Friday, specific days to be agreed at interview)

Salary: FTE £24,695 (£14,817 *pro rata*)

The HR Administrator will promote and adhere to the values, philosophy and policies of Early Years Scotland (EYS) at all times.

In recognition of the value placed on volunteering within Early Years Scotland, the HR Administrator will encourage and support volunteer involvement across the organisation.

ACCOUNTABILITY

The HR Administrator is accountable to the Board of Directors through the Director for Children and Families and the Head of Finance and People.

Key Responsibilities

1. HR Administration

- Maintain confidentiality and ensure compliance with organisational policies, GDPR and employment legislation.
- Assist in preparing HR reports and management information.
- Undertake HR and related administrative duties as directed.
- Manage incoming mail, emails, and telephone enquiries.
- File and maintain electronic and hard-copy documents in line with retention procedures.
- Monitor priorities and maintain awareness of ongoing work.
- Undertake new-starter processes (e.g., obtaining references, issuing photo ID badges, setting up staff on HR systems).
- Process new and leaving staff documentation and procedures.
- Set up, maintain, update and archive employee records.
- Support absence management processes.
- Assist with recruitment and induction activities.
- Liaise with line managers, colleagues, and the external HR company on HR-related matters to ensure consistent and compliant HR practice.

2. Communication & Support

- Respond promptly and professionally to HR and volunteer-related enquiries.
- Support the development and distribution of staff and volunteer communications (newsletters, updates, resource materials).
- Liaise with external partners, training providers, internal teams, and the external HR company where required.
- Promote a positive, inclusive working culture for employees, volunteers, and parent connectors.

3. General Duties

- Contribute to the continuous improvement of HR and volunteer processes.
- Participate in meetings, training sessions, and organisational development activities.
- Work with service leads to identify volunteer needs and support appropriate role matching.
- Work collaboratively with the external HR company where necessary to support HR administration, policy implementation, and query resolution.
- Undertake any other relevant duties as required.

4. Working Relationships

The HR Administrator will:

- Meet regularly with the line manager and take part in Review and Planning meetings.
- Build effective working relationships with colleagues across the organisation.
- Participate in working groups as requested.
- Attend office meetings as agreed with the line manager.
- Liaise with external agencies, including the contracted external HR company, as appropriate and with line manager approval.

Person Specification

Essential

- Experience in an administrative role, preferably within an HR, recruitment or office administration environment.
- Experience of maintaining accurate records and databases.
- Experience of handling confidential and sensitive information.
- Experience of supporting recruitment, onboarding or employee administration processes.
- Excellent organisational skills with the ability to manage competing priorities and meet deadlines.
- Strong attention to detail and commitment to accuracy.
- Good written and verbal communication skills.
- Ability to build positive working relationships with colleagues and external partners.
- Good working knowledge of Microsoft Office applications, including Word, Excel, Outlook and Teams.
- Understanding of confidentiality, GDPR and good record-keeping practices.
- Ability to work independently and collaboratively as part of a team.

Desirable

- Experience of working in an HR environment.
- Experience of using HR information systems or employee databases.
- Knowledge of employment legislation and HR best practice.
- Experience of supporting absence management, recruitment and induction processes.
- Experience of working with external HR providers or advisors.
- Experience of supporting volunteers or volunteer programmes.
- Experience of working within the voluntary, charity or public sector.

Personal Qualities

- Demonstrates the values and ethos of Early Years Scotland.
- Professional, approachable and responsive.
- Highly organised and dependable.
- Proactive and solution focused.
- Flexible and adaptable.
- Able to maintain confidentiality and integrity at all times.
- Committed to equality, diversity and inclusion.
- Committed to continuous learning and improvement.
- Positive and collaborative team player.