



## Job Description and Person Specification

# HR Administration Officer

**RESPONSIBLE TO:** Head of Finance and HR

**HOURS:** Part Time (equivalent to 1 day/week flexible to suit)

**JOB LOCATION:** Principally office based (Amersham, Buckinghamshire) but with some flexibility

**SALARY:** £26,000 pro-rata (equivalent to £100/day)

### OVERALL JOB PURPOSE

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children. Our vision is that every seriously ill child deserves a Roald Dahl Specialist Nurse and fundraising core to achieving this.

We are at an exciting phase of the charity's history and growing fast thanks to a hardworking, dynamic team! We value our staff and want to continue to do so as we get bigger, so this role is instrumental in helping us look after our team and be a happy charity.

We are looking for an HR Administrator to support our Human Resources function. The charity has currently 10 full-time staff members and 1 part-time and currently advertising some new and vacant roles. The charity receives professional support from external advisors for all matters regarding employment law and health and safety regulations. Your main responsibility will be to ensure HR processes are followed accurately and to an agreed timetable.

Your administrative duties will include maintaining personnel records, managing HR documents (e.g. employment records, appraisals, training etc) and updating internal databases and software applications. Our ideal candidate has experience with HR procedures, familiar with online HR systems and can juggle various administrative tasks in a timely manner.

### KEY RESPONSIBILITIES

Supported by the Head of Finance and HR, are:

- Organize and maintain personnel records.
- Maintain and monitor HR software applications and service providers: YouManage – core HR tool; WorkNest – on-line training software; Disclosure Services – DBS checking; SafeCIC – on-line safeguard training.
- Manage our small team of volunteers.

- Prepare HR documents re:
  - Recruitment/induction,
  - Staff questionnaires/surveys,
  - Annual pay awards,
  - Leavers/exit interviews.
- Maintain policies folder and manage the timetable of updates.
- Ensure compliance with health and safety regulations.
- Manage staff appraisal process and ensure any action points arising are addressed.
- Create regular reports and presentations on HR metrics (e.g. turnover rates).
- Answer employees' queries about HR-related issues.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days).
- Lead on HR projects (e.g. benefits review, wider use of YouManage functions etc).

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

## **PERSON SPECIFICATION**

- Employment experience/training as an HR Administrator or relevant role essential
- Experience with HR software although not essential it would be desirable.
- Computer literacy (MS Office applications, in particular).
- Basic knowledge of employment law e.g., maternity, paternity.
- Excellent organizational skills, with an ability to prioritize important projects.
- Needs to: be trustworthy; respect confidentiality and be capable of engaging in difficult conversations with sensitivity.
- Able to provide clear guidance to the senior leadership team.

## **OTHER INFORMATION**

This job description helps the post holder to understand their main duties. The role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a three-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. We welcome applications from all individuals particularly those with protected characteristics.
- The post holder will have the right to work in the UK.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

Position: HR Administration Officer

Reporting to: Head of Finance and HR

Location: Office in Amersham, Buckinghamshire

Salary: Circa £26,000 pro-rata roughly equivalent to £100/day

Hours: Part-time – 7 hours (1 day) a week

Holidays: 8 days

Pension: 7% non-contributory

## **HOW TO APPLY**

To apply for this role please submit a detailed CV and supporting statement that addresses the criteria set out in the job description person specification.

Please ensure that your supporting statement provides specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out.

When submitting your application please ensure that you have included a contact number and an email address.

Submit your CV and supporting statement to [recruitment@roalddahlcharity.org](mailto:recruitment@roalddahlcharity.org)