



## JOB DESCRIPTION

### About Chance UK

Chance UK is an award-winning early intervention children's charity founded in 1995. Our vision is for every child in the UK to feel happy about themselves, realise their potential, and be confident in their ability to build a brighter future.

The Charity provides a range of solutions focused support for children aged 5-13 and their parents and carers. We pride ourselves on developing evidence based services which put children at the heart of our work and our services are designed to build social and emotional skills and resilience.

Our ambitious 5 year strategy sets out our aims to help more children and families, expand the range of services we provide as well as challenging inequalities we see in the system and amplifying the voices of children and families we support.

This role will be critical in helping us to meet strategic objective four "Striving for excellence in our people and systems to best support the children and families we serve"

The Chance UK Team are passionate about working in a way that is solution-focused. We are a forward-thinking team that are creatively looking at ways of adapting and growing our programmes, whilst continuing to deliver best practice. We are committed to working collaboratively and inclusively.

The organisation is at a time of exciting change and growth and we are looking for people who share our values, to join us.

### Key Information

<b>Job Title:</b>	HR Administrator
<b>Reporting to:</b>	Head of Resources
<b>Salary:</b>	£25,000 per annum FTE + 5% pension contribution
<b>Hours:</b>	37.5 hours per week
<b>Holiday:</b>	25 days, plus statutory
<b>Duration:</b>	12 months fixed-term
<b>Start date:</b>	As soon as possible

### About the Role

As our team grows in line with the organisations aspirations to support more children and families, we are looking for a highly organised individual with at least one year HR administrator experience, who has a can-do approach, and enjoys being busy.

This role will be responsible for providing efficient and accurate administrative support for HR and within Chance UK and will play a key role in ensuring that our internal processes reflect the high quality standards and professionalism of our work.

The postholder will be responsible for highly accurate work; and being the link between HR and Finance for processing and checking of the monthly payroll and staff expenses, supporting HR administration more broadly as well as the organisations GDPR responsibilities as well as providing general administrative support to SMT and the Head of Resources in particular.

Please note that Chance UK is committed to safeguarding and promoting the welfare of children and young people and therefore our recruitment process for this post will include an enhanced DBS check.

**Key responsibilities will include:**

- Taking responsibility for the recruitment process, ensuring that vacancies are managed efficiently and in line with Chance UK's Safer Recruitment policy.
- Working with the Head of Resources to support colleagues and share relevant policies and procedures to ensure there is a consistent and fair approach to people management throughout Chance UK;
- Produce and file offer letters, contracts, welcome packs, take references, create personnel files, manage DBS applications and monitor induction/probation to ensure effective on-boarding
- Add new roles to our website and provide timely administrative support to recruiting managers to support the interview process;
- Ensure all new starters, leavers and any change to employee information such as sickness absence are inputted onto the HR database, accurately and in a timely manner;
- Maintain HR records/checklists (both on-line and off-line) ensuring they are current and accurate, in order to produce timely monthly management reports and conduct effective monitoring
- Support with the provision of training and source pro-bono training where possible
- Ensure data relevant to areas of responsibility and activity is adequately recorded and stored in the HR systems
- Liaise effectively with external suppliers (e.g. recruitment agencies, payroll bureau) to deliver excellent service
- Working with an outsourced Payroll provider, you will cross check timesheets and liaise with the payroll company to process the payroll on a monthly basis and ensure employees' salaries are paid accurately and on schedule each pay period;
- Responding to general Payroll queries;
- Effectively use database and suite of MS Office products to keep records current, complete and accurate
- Work with the organisations Head of Resources to support compliance and ensure regular data cleansing is actioned
- Ensure compliance with data protection guidelines, employment law, GDPR, confidentiality and corporate policy
- Maintain accurate filing system for Teams
- Support in the delivery of Chance UK's People Strategy, including circulating quarterly surveys and analysing responses and managing the wellbeing calendar.
- Support Senior Management and Board Meetings as needed.
- Support the delivery of the internal communications strategy including writing the monthly staff newsletter
- Support in the delivery of Chance UK's Equalities Strategy

**Person Specification**

### Essential

- Administrative/back office support role in an SME organisation
- Processing documents onto IT systems
- Managing and planning own daily workload
- Producing accurate, high quality work within fast-paced environment with repetitive procedures or routines.
- Strong attention to detail
- Experience in working in a small team with demonstrable flexibility and adaptability to support organisational priorities
- Strong oral and written communications and numeracy skills
- Strong professional boundaries
- Able to develop and maintain cooperative and harmonious relationships with a wide variety of people
- Confident in using IT systems, Strong MS Office knowledge
  - Office 365 – emails and diary management
  - Competent with Excel spreadsheets, general usage and creating basic formulas
  - Competent use of Word – completing mail merges
  - Basic PowerPoint – can create visual presentations
- Excellent organisational skills including the ability to work to tight deadlines
- Understanding of Safeguarding good practice and commitment to safer recruitment principles and practises.

### Desirable

- Understanding of working in a charity setting
- Experience in supporting with GDPR tasks

### Competencies: essential

- Pursues tasks/goals with energy, drive and need for completion
- Is solution focused and pre-empts problems by seeking guidance or taking action on an issue, task or project within their role
- Plans and prioritises work effectively
- Enjoys revising and improving processes/policies
- Shows initiative and takes responsibility for own workload
- Discretion in dealing with sensitive and confidential paperwork and ability to maintain confidentiality when dealing with sensitive information.
- Conscientious and disciplined approach to work
- Applies high level of attention to detail and produces precise high-quality work even when repetitive
- Outgoing and friendly communicator
- Works well within established systems, standards and procedures

**The job description is a general outline of the job duties and responsibilities and may be amended as the project develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.**

**The post holder will be joining the team at a time of significant evolution, so they should expect, and be able to adapt to significant change in responsibilities over the period of the role.**