

JOB DESCRIPTION

ROLE TITLE:	HR Officer	
REPORTING TO:	Deputy Chief Executive	
LOCATION:	Home-based with some travel to programme locations & Burpham (GU4 7HL)	
HOURS:	21 hours per week	
DIRECT REPORTS:	None	
SALARY:	£13.72 p/hour (£14,982 p/a)	
CLOSING DATE:	18/12/23	INTERVIEW DATE: TBC.

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Overall Purpose of the Role

To provide HR administration across the Trust, ensuring that appropriate support is available to managers, employees and volunteers. Assisting in the development of staff and volunteer management across all aspects of the Trust, this diverse and rewarding post provides the opportunity to engage across the whole of the Trust's activities. With a proactive and hands-on approach to delivering HR operations, the role will support the delivery of the Trust's strategic objectives and operations.

Duties and Responsibilities

- To be the primary contact for all HR support, dealing with day-to-day tasks and enquiries including admin relating to employee relations casework, recruitment, performance management, absence and redundancy.
- Advise managers on the terms and conditions of employment and support with the impact of any funding/service provision/legislative changes.
- Provide HR admin service for all HR transactions including new starters, leavers, performance management, T&C changes, etc. and maintain HR records in an accurate and efficient manner, in line with GDPR requirements.
- To support the administration of the recruitment process with input from the relevant manager. This involves reviewing job descriptions, advertising, interviewing when needed, and creating offer letters, contracts and conducting initial inductions/on-boarding.
- Support the induction and development of volunteers and staff through inductions, organising New Starter Welcome Lunches and assisting with 'Staff Working Together' days.
- Monitor, distribute and log new starter and leavers' IT and phone equipment.
- Support, and seek to improve the effective coordination of and communication with, volunteers across the Trust.
- Conduct exit interviews with leavers.
- Use and maintain the cloud Breathe HR system to record annual leave, staff details and monitor sickness, exporting reports as required.
- Support the administration and delivery of performance management processes and monitor training and development across the Trust.
- Monitor and assist with the reviewing of HR policies, processes and practice, and implement change where necessary, in line with GDPR legislation
- Work with the Finance Manager with regards to the administration of pensions, and funder admin requests.
- Provide documented evidence to comply with the Trust's quality standards (ISO 9001)
- To communicate effectively with colleagues, practicing ethical behaviour, motivating staff and supporting high performance.
- Recognise the importance of safeguarding within the organisation, assisting with the checking of staff and volunteer identity documents and DBS processes.
- To undertake other duties, as required by the Deputy Chief Executive, appropriate to the role.

Skills and Expertise

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Educated to A level standard or equivalent	
Holds part or full CIPD	Full CIPD
Relevant Experience	
At least 1 years' experience in an HR role	3+ years' experience in HR admin. Experience of the charitable sector
Previous experience of developing/contributing to HR policy and procedures	Experience of working with volunteers
Knowledge	
Sound knowledge of HR practices and procedures and associated admin	GDPR implementation and compliance
High level of communication skills and an excellent standard of written English	
Highly computer literate, confident in use of Excel	
Knowledge of safeguarding and the importance of this within HR and the charitable sector working with vulnerable people/ children.	Safeguarding training DBS checking experience Experience of working with staff/volunteers who require safeguarding training/checks/ procedures
Skills and Expertise	
Able to work independently and manage a varied and changing workload	
Reliable, honest, resilient and able to work confidently in an informal environment	
Able to maintain confidentiality	
A car driver with a clean driving licence and commutable to Burpham office when required	
Willingness to work flexibly to meet the needs of the Trust when required	

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities

with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

The role will require a DBS check.

Any questions relating to the role can be directed to Kate Lynn, kate.lynn@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk
– Closing date for applications is **18/12/23**