



Role Profile | HR Administrator and PA to CEO

Office Location | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

Length of Contract | Permanent role

Hours of Work | 37.5 per week

Responsible To | Business Operations Manager (and CEO)

Role Purpose

About the role

The **HR Administrator and PA to CEO** is a key supporting role in the management of employees and staff; as well as providing professional support to our CEO.

They will have strong communication, organisation skills and ability to manage multiple tasks. Being proficient in processes and ensuring compliance across employment and training matters.

Duties to include recruiting, hiring and training new and existing employees, you will work with payroll, maintain vital employee records and ensure the smooth operation of the HR and training processes. It will also provide a complete support service to the CEO.

Role Duties

- Assisting with the process of recruitment, including shortlisting candidates, assisting with interviews and issuing offers of employment and employment contracts
- Coordinating logistics for new hire inductions
- Arranging new starter equipment and initial training
- Supporting internal and external enquiries and requests related to HR, using the HR mailbox for all communication.
- Compiling and maintaining paper, digital and electronic employee records, including holiday and sick leave.
- Working with Finance to process payroll
- Entering employee data into the computer database

- Writing and submitting reports on general HR activities
- Maintaining organisational training records and booking training courses as required
- Ensuring compliance across the organisation for mandatory training requirements.
- Assist the HR Manager in policy and procedure writing and communicating updates to the organisation
- Provide administrative support to the CEO in managing her diary, the organisation of meetings and the maintenance of confidential documents and files.
- Provide support to the CEO in the prioritisation of her workload and responding appropriately and filtering requests on her behalf.
- Provide administrative and secretarial support to the Chair of Trustees and Trustees including the organisations of meetings, preparation of agendas, minutes and papers. Liaising with Trustees, Managers and staff as required.
- Assist with the organisation and execution of the Trustee meetings and support with administration
- Responsible for the administration of Board of Trustees and Board Committee meetings.
- Organise attendances at external conferences, away days and other meetings as required.
- Responsible for the maintenance of the Trust's Policy files.
- Booking and arranging travel, transport and accommodation for the CEO
- Reminding the CEO of important tasks and deadlines
- Supporting the Business Operations Manager in compiling and preparing reports, presentations and correspondence
- Note taking in meetings as required
- Admin support to wider management team as required.

About You:

You will have a strong attention to detail and understanding of the importance of process and compliance. You will be able to communicate effectively with all levels of staff and volunteers. The ability to prioritise and manage multiple tasks and demands from different areas of the organisation is required.

Knowledge, Skills, and Abilities

- Proficiency with the Microsoft 365
- Ability to prioritise
- Ability to be impartial.

- Attention to detail
- Discretion and trustworthiness: you will often be party of confidential information
- Tact and Diplomacy
- Good verbal and written communication skills

Person Specification

Please see the criteria expected of the role below. As part of your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Previous experience of working in a administration role	Essential
	Experience of working with databases, systems and business processes	Essential
	Proven record of accurate record keeping and reporting	Essential
	Experience of working within HR	Desirable
	Experience of working within third sector and /or heritage	Desirable
QUALIFICATIONS	Educated to A-level or equivalent	Desirable
PERSONAL ATTRIBUTES	Ability to show initiative and problem-solve in a fast-paced environment.	Essential
	Ability to multi-task and manage your workload effectively.	Essential

	<p>Must show discretion and trustworthiness due to the information that you will be party to</p> <p>Highly organised with a keen eye for detail.</p> <p>The ability to be pro-active and take initiative</p> <p>Positive approach and ability to work as part of a team.</p> <p>First class communication skills both written and oral</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
WORK CIRCUMSTANCES	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential