Job Description: HR Assistant

# Background of post

Founded in Scotland in 1997, the Breastfeeding Network (BfN) aims to be an independent source of support and information for all breastfeeding women, parents and others in the UK.

Our vision is a society where all mothers, parents and families are able to make informed decisions about breastfeeding, to access help when and how they need it and to become confident in their choices. Crucially, this also means all help and support offered to parents by BfN volunteers and employees is offered free from commercial interests and free of charge.

In 2021 the charity achieved an award for Good Governance and we are also a Living Wage Employer. Today the charity employs over 140 part-time staff, who work remotely and involves around 700 volunteer members.

BfN supports more mothers, parents and families than ever through an expanded portfolio of well-evaluated peer support commissions including accredited training across England and Scotland and a strengthened national helpline offering online support. We maintain a small administrative office in Paisley where a number of key support staff are based.

**Role summary**

The Human Resources Assistant is new role which will support an increasingly busy and expanding area of the organisation supporting the HR Manager in the day to day running of the HR function which includes payroll. This is a wide and varied role in a fast paced environment.

The majority of staff work remotely and several work as a combination of remote working and from a small administrative office base in Paisley including this role. The HR Assistant will be line managed by the HR Manager but will also work closely with other members of the central and wider team.

The HR function in BfN is also supported by an Employment support package provided by employment lawyers.

# Main duties

* To provide a pro-active, professional and timely HR administration service assisting the HR Manager as required and to provide administration and system support to all areas of the HR and payroll function.
* Ensure accuracy of all information input produced and processed
* Manage own workload with support from the HR Manager to ensure timeous completion of all tasks

**Recruitment**

* Working with the HR Manager to support the recruitment processes for the organisation including: placing recruitment adverts on the website and promoting vacancies as requested and in line with the agreed process
* Supporting external recruitment as required
* Coordinating the application process, setting up and maintaining the recruitment trackers and managing the recruitment mailbox
* When required, conducting a first sift of application forms against job criteria
* Communicating with candidates at each step of the recruitment process including application acknowledgement, co-ordination of the interview process and ensuring they are informed of application outcomes
* Maintenance of New Starter checklists for each new member of staff and coordinating relevant actions with the person responsible
* Set up of new employee folders and filing of the required documents
* Requesting employee references, reviewing references when received, updating relevant records and informing the HR Manager of any issues arising including with DBS and PVG
* Recording equal opportunities data, inputting information from the forms received and making information available as required by the management team.
* Setting up timesheets/ annual leave forms for new starts
* Maintaining an efficient and effective recruitment inbox filing system in line with Document Retention schedule

**Payroll**

* Assist the HR Manager to process monthly payroll using SAGE payroll and provide backup for the process as required
* Monthly input of payroll changes to the system
* Work with finance to ensure posting to accounts is accurate
* Ensure that payroll is produced accurately and on time

**Other HR Duties**

* Setting up timesheets / annual leave forms for new starts and maintaining these for existing staff and contract changes
* Administer the end to end leavers process
* Maintaining organisational charts in line with process and staff changes
* Issuing of contract offers, contracts of employment and associated information for new and current staff and issuing of contract change letters and maintenance of the associated HR processes
* Working with the Central Support and Volunteer Administrator to ensure that staff ID badges are issued, e-mail addresses and sharepoint access is set up and where relevant registration is in place and up to date
* Assisting with year end HR and payroll functions as required by the Auditors
* Provide HR administrative support as requested eg: note taking at meetings, support for the Disciplinary and Grievance processes, recording absence etc
* Maintain the HR filing systems
* Provide support to the HR Manager on reports required for the CEO, Managers and the Board

**General**

* Ensuring compliance with brand guidelines in all BfN communication and documentation
* Escalating queries to the HR Manager as and when required
* Providing cover for other members of the admin team on non-working days and during other periods of absence and providing cover in certain areas for the HR Manager as required.
* Understand BfN policies and procedures
* Demonstrate awareness of current and future relevant employment regulations, legislation statutory obligations and codes of practise
* Provide cover for certain duties of the Central Support and Volunteer Administrator in their absence including the volunteer recruitment process
* Ensure that HR information is up to date and available for reporting purposes including Equality & Diversity and Board reports
* Assist with surveys and evaluations as required
* Attend fortnightly admin team meetings and any other meetings requested including note taking
* Undertake any other duties on consistent with the key responsibilities and duties of the post as directed

This is not an exhaustive job description and may be subject to change according to the needs and development of the role and organisation.

Person Specification: HR Assistant

**Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria on your application form.**

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| **Qualifications** | **Essential** | **Desirable** |
| Certificate of HR practice or alternative HR qualification and/ or work experience of at least 1 year in an HR administration role  Educated to at least Higher/ A Level standard | √  √ |  |
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| **Experience and Knowledge** | **Essential** | **Desirable** |
| Previous experience of recruitment and HR administration  Knowledge of payroll systems  Previous payroll experience and of using SAGE payroll  Good knowledge of MS Office, Office 365 including Word, Excel and Sharepoint  An understanding of employment law and legislation  Experience of working within an office environment  Experience of working independently and managing multiple priorities  Accuracy and attention to detail when entering data in to systems , compiling contracts and letters etc  Understanding of the need for confidentiality and secure filing of documentation | √  √    √  √  √  √  √  √ | √ |
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| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to speak and write fluently in English  Ability to use Microsoft Word to design forms, produce reports and perform mail merge  Ability to use Excel  Ability to organise and manage work independently  Ability to identify and implement effective ways of working  Ability to work effectively as part of a team  Positive approach to change and willingness to help drive continuous improvement  Ability to deliver high levels of customer service and support to project staff and volunteers.  Ability to maintain confidential records  Excellent communication, iaison and relationship building skills  Excellent written and verbal communication skills  Awareness and commitment to equality and diversity | √  √  √  √  √  √  √  √  √  √  √  √ |  |
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