

HR Administrator Job Description



Job Title:	HR Administrator		
Organisational Level:	Team member		
Hours:	37.5, Monday – Friday (PT may be considered for the right candidate)	Status:	Fixed Term Contract – 12 months
Responsible to:	HR Manager		
Responsible for:	N/A		
Location:	Hybrid (3 days in the office, 2 days at home, days to be agreed with HR Manager)		
Date produced:	17/07/2024	Date for review:	17/07/2025
Remuneration:	£22,000 - £28,000 dependant on experience		

SpecialEffect is an award-winning UK charity that exists to help severely physically disabled people to get more out of life by giving them access to video games and technology. Known as the gamers' charity, gamers and gaming communities are at the heart of both our work and those who make that work possible – our amazing supporters.

Main Purpose of Job:

This role has been created to provide support to the HR Manager and will have a focus on the day to day HR administration tasks. You will be an important part of a busy and high-functioning office team that is at the very heart of the charity's activities, and providing HR support for a dynamic staff of 30 employees. To be successful in this role, you will have exceptional organisation, time management and planning abilities, enabling you to work on multiple varying administrative tasks, from scheduling meetings to preparing documents to conducting research. Accuracy and attention to detail are essential requirements as well as the ability to be tactful and confidential in your approach. This role would best suit an entry level candidate looking to gain experience in administration in a unique charity.

Main Areas of Responsibility:

Recruitment and Onboarding:	<p>Under direction of the HR Manager, and in collaboration with Line Managers, carry out the administration of the end-to-end recruitment process, including: posting adverts, reviewing applications, arranging interviews and creating recruitment documentation such as Offer Letters, etc., using existing templates.</p> <p>Prepare new employee paperwork including offer of employment, onboarding documentation and employment contracts using existing templates.</p>
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	<p>Arrange probation reviews with HR Manager and relevant Line Managers for all new starters.</p> <p>Support HR Manager with the planning of induction programmes for new starters.</p> <p>Liaise with external staffing agencies where required.</p>
Leave:	<p>Coordinate the administration of staff leave, including reporting when required (e.g. annual leave, sick leave, compassionate leave, time off in lieu).</p> <p>Coordinate the administration of other forms of leave (e.g. family leave, such as maternity/ paternity/ shared parental/ adoption).</p> <p>Record any return to work after sickness paperwork as directed by the HR Manager.</p>
Offboarding:	<p>Coordinate the administration for staff leaving the charity and go through the leaver process, as required.</p>
Engagement and Wellbeing:	<p>Coordinate the administration of the staff annual surveys, assisting with the analysis of the results and any actions resulting from the surveys.</p> <p>Support with Equality, Diversity and Inclusion (EDI) practises at SpecialEffect to promote a diverse and inclusive culture.</p> <p>Assist with research and benchmarking when new projects arise.</p> <p>Support the planning and organisation of staff wellbeing days.</p> <p>Coordinate the administration of any Flexible Working Requests.</p>
Performance and Development:	<p>Coordinate the administration of staff appraisals and 6-month reviews, including scheduling appraisals, coordinating paperwork and uploading final documentation to HR specific software programme.</p> <p>Provide admin support to the HR Manager in managing the outcomes from appraisals.</p> <p>Assist with sourcing and arranging online and in person training courses (statutory, mandatory and additional) for all staff.</p> <p>Produce reports on the status of staff training and notify the HR Manager when training is overdue.</p> <p>Coordinate the administration of the Training Request Form and Training Agreement (where applicable) for individual training requests and agreements.</p>
Data and Compliance:	<p>Arrange staff (inc. Trustee) annual checks, record and store information securely and accurately.</p> <p>Coordinate the administration for migrant workers, including sponsor licence renewal.</p> <p>Be responsible for organising and maintaining documentation on HR specific software programmes, including confidential and sensitive information to ensure employee records are up-to-date, and compliant with GDPR.</p>

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	<p>Assist with all HR-related policies (inc. Employee Handbook), procedures and systems, drafting any policies and procedures where required.</p> <p>Update forms, templates and all HR documents to keep consistent, relevant and up-to-date with current legislation.</p> <p>Keep up-to-date with the latest HR best practice and legal requirements and attend relevant training as required.</p>
Employee Relations:	<p>Help to process staff enquiries that come into the HR email inbox.</p> <p>Build up good relationships with all staff members across all teams.</p>
Ad-hoc (within HR remit):	<p>Provide reports on an ad-hoc basis including but not limited to annual leave, sickness absence and training.</p> <p>Be the first point of contact for HR in the absence of the HR Manager (on a Monday and Friday – current non-working days – and for any leave) and escalating anything requiring immediate action.</p> <p>Support with the implementation of a range of HR-focused projects and initiatives.</p> <p>Attend regular HR Meetings with the HR Manager.</p> <p>Remain up-to-date with employment law principles and any changes, with support from the HR Manager, and consult with external HR Consultancy throughout all HR-related activity, where any additional support, guidance or specialist knowledge may be required.</p> <p>Attend monthly and quarterly meetings with SpecialEffect’s external HR Consultant Lead.</p>
Ad-hoc (non-HR specific):	<p>Provide administrative support and cover to other teams across the charity where needed, including but not limited to: staffing reception when colleagues are on leave, minuting meetings, preparing rooms for events and visits, filing and record keeping, general office duties.</p>

Other Responsibilities:

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Take responsibility for personal health and safety and that of colleagues and visitors.
- Implement Risk Management Strategies and other procedures
- Comply with the charity’s policy on confidentiality and the Data Protection Act.
- Act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

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Key Working Relationships:

- HR team, wider Office team.

This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on a regular basis to reflect priorities and developments.

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Person Specification:

Factors	Essential	Desirable
Knowledge, Experience, Qualifications, Professional Memberships & Training	<ul style="list-style-type: none"> Have demonstrable experience of administration Working knowledge of Microsoft Office computer software packages Excellent attention to detail and the highest standards of customer care Be educated to GCSE level standard or equivalent 	<ul style="list-style-type: none"> Be educated to A level / degree standard or equivalent Evidence of relevant HR experience Knowledge of HR specific software programmes Have a driving licence
Communication, Engagement & Relationships	<ul style="list-style-type: none"> Have a committed and conscientious approach to work Have a responsive, cheerful and helpful manner and empathy for others Have proven reliability, excellent time-keeping and attendance record Be able to work equally effectively whether as part of a team or independently Ability to communicate effectively both in writing and verbally A real team ethic in working across the charity as a whole 	
Analytical, Problem Solving & Judgement Skills	<ul style="list-style-type: none"> Be flexible, prepared to change priorities as required, and capable of using initiative, tact and discretion Maintain confidentiality as required Meticulous and able to see activities from beginning to end Have excellent analytical skills Empathy with the charity's aims and objectives 	
Planning & Organisational Skills	<ul style="list-style-type: none"> Able to methodically plan, manage, monitor, advise and review risks and issues and provide resolution Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines Possess excellent organisational and time management skills 	

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Standards & Compliance	<ul style="list-style-type: none">To be able to operate competently regarding managing data and information in accordance with the Data Protection Act (DPA) (2018) and the General Data Protection regulations (GDPR)	
Equality, Diversity & Inclusivity	<ul style="list-style-type: none">To operate with respect and inclusivity for allTo recognise the positive differences in others from an equality and diversity perspective	
Personal / Professional Development	<ul style="list-style-type: none">Evidence of professional development, with a keen interest to further develop skills	

This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on no less than an annual basis to reflect priorities and developments during the on-going appraisal and performance review process and any organisational change arising.