

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title: Human Resources Coordinator
Reporting to: Finance and Support Services Manager
Salary: £25000 per annum

Working hours: Full time 35 hours per week

Work base: Guildford/Godalming office and the ability to work from home.

Brief Overview of the Role

Work with the Finance and Support Services staff to ensure effective administration of HR procedures.

Main Duties

To manage the HR administration for the organisation

Recruitment and Onboarding

- Working with Line Managers to coordinate recruiting new staff including job descriptions, creating and posting an advert, checking right to work, applying for references, sending out offer letters and contracts.
- Assist in arranging interviews and liaise with recruitment agencies.
- Be responsible for DBS online disclosure requests, monitoring applications and informing line managers and recording outcomes.
- Co-ordinate employee onboarding and induction into Age UK Surrey. Ensure new user requests have been processed and employees have been allocated and signed for all their necessary equipment, new email address and access to the correct files.

HR Administration

- Carry out administration as necessary ensuring all staff have accurate contracts, changes of terms, training plans and job descriptions up to date.
- Provide HR support to line managers and employees dealing with staff issues, holidays, sickness etc
- Maintain effective systems ensuring that all filing, personnel records both in electronically and hard copy and BrightHR and other databases are kept up to date and relevant.
- Support service delivery process ensuring compliance, admin and systems are updated in a timely manner.
- Maintain an inventory of staff equipment
- Take minutes of any HR meetings as required
- Run reports to provide data as required
- Maintain an up-to-date record of all office key holders with signatures.
- Monitor records of all car drivers for work and their supporting documentation using reminders on BrightHR.
- Monitor yearly appraisal process with all line managers including Display Screen Equipment Forms and actions utilising BrightHR reminders.
- Monitor mandatory training on iHasco, set up new users and be the point of contact for IHasco
- Complete payroll information monthly and pass to Finance.

- Support line managers with their HR requirements.
- Ensure compliance with the clients Equality and Diversity Policy, in respect of employment and service delivery.
- Work with our external HR consultant as necessary
- Organising staff functions and meetings

Exiting

- Managing the leaver process, return of all company property, arrange to redirect emails and any correspondence.

Requirement of the Role

DBS Check – Basic
Car Driving – Required

Person Specification

- Good working knowledge of IT systems with experience of Microsoft Office and virtual communication platforms with the ability to learn and adopt new technologies where appropriate.
- Proven experience in office administration within a busy office environment.
- Experience of managing projects and working to tight deadlines.
- Strong organisation skills with the ability to multitask.
- Self-motivated and able to work flexibly.
- Experienced at taking responsibility for workload.
- Keen eye for detail and the ability to work accurately under pressure.
- Strong team player with the confidence to work alone.

Person Specification

	Essential	Desirable	CV	Interview
Experience				
Working in an HR department.	X			
Working in a team.	X			
A basic HR qualification.		X		
Knowledge				
An understanding of Age UK Surrey's services.		X		
An understanding of data protection.	X			
Skills				
IT skills – Word and Excel.	X			
Meticulous attention to detail.	X			
Excellent communication and interpersonal skills, both written and oral.	X			
Highly organised and self-motivated.	X			
Team working and collaborative skills.	X			
Independent, capable and a self-starter.	X			
Adaptable and flexible.	X			
Car Driver	X			

Our Vision and Purpose

Our vision is for people to improve their wellbeing and independence to get the most from later life.

Our Strategic Aim is to provide services, support and activities across Surrey to enable people to be resilient throughout the changes and challenges of later life.

Our Values

Underpinning everything that we do – we are a person centred organisation:

Our Values	How do we demonstrate these values in the workplace?
Respect everyone	We will always act with honesty and integrity, are open, fair and seek to develop trusting relationships.
	We will ensure we are aware of other's needs, ensuring their dignity and privacy at all times.
Work collaboratively	We collaborate to achieve better results and share best practice.
	We listen to others, do not make assumptions and seek to communicate clearly.
Have a can do approach	We are motivated, committed to everything we do and flexible in seeking solutions to problems.
	We are confident and realistic about what is achievable.