

Carers Together

Job Description

Job Title: Human Resources & Governance Coordinator

Salary: £22,000 per annum

Hours: 20 hours per week

Responsible to: Chief Executive

Primary Bases:

1. Job Purpose

To provide human resources administrative support to the Chief Executive and undertake administrative duties for Carers Together.

2. Duties and Responsibilities

2.1 To carry out a range of confidential human resource and administrative tasks as designated by the Chief Executive.

2.2 To review personnel files and ensure they are up to date developing, systems for ongoing timely recording and filing, including DBS checks and travel documents.

2.3 To provide administrative support in the recruitment of staff, including drafting and typing adverts, job descriptions and person specifications.

2.4 To support the Chief Executive with the organisation of interviews, preparing papers for the panel, arranging venues, notifying candidates, recording outcomes and filing relevant documentation, including maintaining a recruitment legal compliance audit trail.

2.5 To undertake all pre-employment checks, including references, DBS and right to work in the UK checks.

2.6 To issue new starter contracts and update existing staff contracts as required (e.g. recording changes in hours).

2.7 To keep accurate staff supervision, appraisal and training and development records and documentation and to produce reports on attendance and completion of training and staff development for the Chief Executive.

2.8 To identify and coordinate appropriate e-learning and other training and development opportunities for staff.

2.9 To be responsible for the production of documents & information using a range of IT based applications including Microsoft Word and Excel.

2.10 To arrange, prepare for, attend and take minutes of all Board and subcommittee meetings and circulate papers as required.

2.11 To provide administration support for the annual appraisal and declaration of interests for Trustees.

2.12 To undertake financial administration duties, including updating the sales and purchase ledgers, perform internet banking tasks, bank reconciliations and input into profit / loss reports and management accounts, as required.

3. General

3.1 Participate fully as a member of the staff and volunteer team including attending meetings, sharing information and working collaboratively with other staff and volunteers to ensure all services are delivered.

3.2 Work collaboratively with colleagues in other agencies

3.3 Maintain written records using the organisation's database, provide written reports and attend relevant meetings as required.

3.4 Adhere to all service standards, policies and procedures of Carers Together.

3.5 Undertake training as required by Carers Together or as agreed through supervision.

3.6 Administrate and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.

3.7 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

4. Working conditions

4.1 Flexible working between the hours of 9 am - 5 pm is permitted subject to the demands of the service. Some evening and weekend working may be required. Overtime will not generally be paid and approved time worked outside 9am-5pm should be taken as time off in lieu. The postholder may be required to work at the Middlesbrough office on occasion.

4.2 30 working days holiday per year plus statutory/bank holidays for fulltime staff. For part time staff holiday entitlement is calculated on contracted hours.

4.3 This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.

Signed:

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Employee

Manager

Date:

CARERS TOGETHER

Human Resources & Governance Coordinator

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	1. Educated to at least GSCE standard	1. Relevant qualification in administration and/or IT	Application form/certificate
Experience/ Knowledge	1. Experience of dealing with confidential information. 2. Experience of a range of IT software including Microsoft Word, Excel, and databases. 3. Experience of providing HR support 4. Experience of minute taking. 5. Experience of filing and office management systems 6. Experience of collection, recording and collation of information for monitoring purposes	2. Experience of working in the voluntary sector 3. Awareness of health & social care issues	Application form Interview References
Skills/abilities	7. Good verbal and written communication skills. 8. Ability to work to tight deadlines 9. Organisational skills. 10. Ability to communicate effectively at all levels,		Application form Interview References

	<p>within the organisation, with clients and with outside agencies.</p> <p>11.Ability to work as part of a team</p> <p>12.Ability to work on own initiative</p>		
Attitudes/interests	<p>13.Willingness to undertake appropriate training</p> <p>14.Sensitivity to carers' issues</p> <p>15.Commitment to equal opportunity and confidentiality</p> <p>16.Willingness to work flexible hours including occasional evenings</p> <p>17.Commitment to team working</p>		Application form Interview