

Job Title:	HR Assistant
Responsible to:	Head of People
Responsible for:	No direct management responsibilities

Hours:	37 hours per week
Holiday Entitlement:	28 days plus bank holidays
Pension:	Group personal pension plan, with employer contribution of up to 4%

General Description:	<p>FearFree delivers services across the Southwest for victims, children and perpetrators of domestic abuse, sexual violence and stalking with the aim to break the cycle of abuse and support all to live free from fear. We provide trauma responsive support, and this post will be fundamental to ensuring service users, stakeholders and partners experience this in our daily delivery.</p> <p>As an HR Assistant you are central to the efficient running of the HR inbox, HR administration and responding to enquiries from FearFree managers and employees. You will often be the first point of contact in the HR team.</p> <p>FearFree is committed to flexible and hybrid working and this role will be a mix of home based and office based, alongside requiring travel for All Staff meetings when required.</p>
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Key Responsibilities

- Assist and coordinate the recruitment and onboarding of new employees and volunteers, including vetting checks and organising mandatory staff training.
- Create job offers and contract T&C's changes documentation.
- Create and update employee records as required using HR software.
- Record, monitor and report on staff absence by maintaining appropriate records.
- Assist with day-to-day operations of the HR function and duties.
- Assist managers and employees with any HR administrative tasks and liaise with them effectively.
- Advise managers and employees to refer to FearFree policies and procedures where appropriate.
- Effectively manage the HR inbox and any enquiries sent to the inbox.

General

- Live and embody the FearFree values.
- Prepare a monthly payroll spreadsheet for Finance Department.
- Assist Head of People with payroll checks.
- Assist with collection and recording of organisational statistics using Excel spreadsheets.
- Take minutes of confidential meetings as required.
- Be fully aware of all FearFree HR Policies and Procedures and how to apply them.
- Follow all FearFree policies and procedures.
- Be fully aware of FearFree template forms and how to apply them.
- Be a point of contact for general HR and payroll queries.
- Assist with secure filing and archiving of HR documents. Contribute to the development of the HR processes in FearFree as required, working closely with the Head of People.
- Provide general clerical and administrative support for HR function.

Other

- Assist the Head of People with various HR projects.
- Produce reports for the Head of People and managers when required.
- Keep any employment and sensitive records and information confidential and share them only with employees/managers that are entitled to have access to them.

Confidentiality and Data Protection

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

Equality and Diversity

FearFree is committed to encouraging equality, diversity and inclusion among our workforce and people we support and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society, to be able to meet individual needs and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes FearFree Equality, Diversity, and Inclusion policy.

Health & Safety

All individual employees are required to promote a health and safety culture within the workplace, observe all health and safety rules and procedures and attend training courses as required and where appropriate conduct risk assessments e.g. VDU, maternity, lone working, H&S audits, etc.

Policies and Procedures

Responsibility for formulating, updating and monitoring relevant FearFree policies and procedures, updating manuals as and when required, ensuring that support staff have appropriate access to them and record sightings of updates.

All employees need to be aware of all FearFree Support Service's policies and procedures and work within them at all times.

Safeguarding / Disclosure and Barring Service

FearFree is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding Leads immediately. This role will require an enhanced DBS check.

Please note: This job description is not exhaustive and serves as a guide to the duties and responsibilities of the role. You may be required to undertake other reasonable duties as and when required, in line with the needs of the organisation and the evolving nature of the role.

Person Specification

Requirements		Essential (E) / Desirable (D)
Education and qualifications	Good standard of general education	E
	Higher level education or similar/ relevant professional qualifications	D
	CIPD level 3 qualified	D
Experience	Practical experience of working in administration role	E
	Experience of working within a charity	D
Knowledge	Have an understanding and knowledge of employment legislation	D
	Understand and be committed to equal opportunities and diversity issues in policy and practice.	E
	Have knowledge of HR management systems and how to operate them.	D
Skills and abilities	Highly organised with ability to plan own workload, manage time effectively and deal with changing and competing demands	E
	Ability to think creatively and show initiative	E
	Excellent note taking and IT skills	E
	Ability to establish and maintain professional working relationships with professionals	E
	Ability to communicate effectively with a range of professionals	E
	Excellent verbal and written communication skills	E
	Ability to maintain effective administrative systems	E
	Ability to work under pressure and also to be aware of own needs and take responsibility for self-care.	E
Ability to work in both a one to one setting and in a group setting	E	
Attitude and presentation	Reliable and trustworthy	E
	Efficient and punctual	E
	Non-judgmental	E
	Willingness to critically assess own performance and reflect on own practice	E

	Understanding of and commitment to equal opportunities	E
	Strong team player – and ability to work both on your own and with others	E
	Anti-Racist and promotes safe and inclusive workplace for all	E