



YOUNG ENTERPRISE JOB DESCRIPTION

Human Resources Administrator

Job title	Human Resources Administrator
Department	Human Resources
Reporting to	Head of Human Resources
Salary	£24,500 - £26,000
YE Pay Grade	4
Hours	Full Time (5 days / 37.5 hours per week)
Duration	Permanent
Direct Reports	None
Location	Home working or Hybrid (working from our central London office min 4 times a month)
Job purpose/ summary	<p>The HR administrator will act as the first port of call to employees and external partners for all HR related queries. As a priority, the HR administrator will process the majority of employee documentation, including contracts, recruitment paperwork and starter packs.</p> <p>A good current knowledge and understanding of employment law will be required in order to ensure that Young Enterprise conforms to all relevant legislation.</p> <p>Assisting with other ad hoc administrative tasks as and when they arise.</p>
Job Description	<ul style="list-style-type: none"> • To assist the Head of Human Resources (HoHR) and HR Business Partner in providing a comprehensive HR administration service. • To act as a first point of contact for all customers to the Human Resources Team. • To be the primary contact and systems administrator for queries on our Breathe HR system. • To provide an effective Human Resources administration service relating to the employment lifecycle. • To co-ordinate HR recruitment systems including Disclosure & Barring Service (DBS) check processing as required. • To ensure accurate HR records are maintained for all employees. • To provide HR reports as requested.

MAIN RESPONSIBILITIES

Recruitment and Selection

- Carry out all administration in relation to the recruitment process, for example; prepare recruitment documents, organise recruitment time tables, draft and place adverts, log application forms, administer recruitment campaigns.
- Ensure that all necessary employment checks are undertaken including DBS checks and right to work evidencing, qualification and medical checks and taking up employer references.

On-boarding and Induction

- Administer the process for new starters; for example, prepare contracts and offer letters and process all pre-employment checks.
- Liase with Line Managers to ensure they are aware of their responsibility in the induction process.
- Administer the probation process, ensuring Managers know when review meetings need to take place.

Payroll

- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Finance & Payroll Manager, for example, contractual variations, new starters, leavers, contractual benefits and staff benefits.

Policies & Procedures

- Ensure HR policy and procedures suit remain up to date and accessible to the wider business via central HR folders.
- Direct Employees and Leaders to the relevant HR policies and procedures upon enquiry.

HR Database and Reporting

- Be the primary contact for queries on the Breathe HR system.
- Act as systems administrator for Breathe, configuring the system as required, controlling all user access, managing data flows in and out of the system and ensuring accuracy and data protection compliance and liaising with Breathe to troubleshoot queries as required.
- Ensuring the Breathe HR Database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details annual leave and recording of sickness and other leave.
- Provide accurate quarterly data reports from the Breathe HR database as requested.
- Database annual cleansing/preparing for the next year.

Advise and Guidance

- Provide day to day advice to Line Managers and Employees on general HR related queries, requests and Policies and Procedures, escalating more complex issues to the HR Business Partner or HoHR.
- Assist in formal meetings, such as employee disciplinarys and grievances undertaking such tasks as may be required by the HoHR.

Leaver Administration

- Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
- Ensure exit interviews are conducted for all staff either face to face or electronically.

Admin

- Carry out general administration tasks for the HR Department, for example; responding to queries, devising standard Human Resource documents and letters and managing the HR email inbox.
- Respond to reference requests for current or ex-members of staff.
- Ensure electronic and paper-based personnel files are maintained and filing/archiving is completed in a timely, GDPR/Data protection compliant manner.
- Maintain an up to date Procedures Manual for all HR Administration duties.
- Ensure Workstation Risk Assessments are conducted for all new starters/when employee's desk locations change and refer staff issues for Health and Safety risk assessments when appropriate (e.g. maternity) and issue guidance for self-assessments for home workers.
- Arrange DBS checks as required for new starters and undertake the reissue process for existing staff.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

PERSON SPECIFICATION & SKILLS

- Proven experience as a HR administrator or HR administrator's assistant.
- CIPD qualification or HR certification desirable or relevant HR experience.
- An understanding of HR processes and systems.
- Understanding HR software systems, like Breathe.
- Computer literate with programmes such as word, excel, etc.
- Good/current understanding of UK employment laws and HR policies .
- Organisational skills and ability to prioritise.
- Good interpersonal and communication skills.
- An ability to deal with confidential information and maintain confidentiality is essential.
- The ability to work independently and problem solve and to be able to work well under pressure to required deadlines.
- Personal resilience and the capacity to work effectively and stay calm under pressure are essential.
- Ability to deal tactfully and professionally with colleagues is essential.
- Attention to detail and accuracy.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values

Unlocking Potential

Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities

Creating Great Impact

Aiming for the biggest impact on young people and their educators

All YE Staff are encouraged to model these values at all times