

**JOB DESCRIPTION**

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| **Job Title:** | HR Administrator |
| **Reporting to:** | Head of People and Wellbeing |
| **Contract:**  | Fixed term |
| **Hours:**   | **Part time (25-30 hours per week across 5 days)** |
| **Salary:** | £23,809.5 FTE per annum gross (pro-rated based on agreed part-time hours) |
| **Location:** |  **Witney with travel across Guideposts sites** **(some homework might be required as per manager request)** |
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**STATEMENT OF PURPOSE:**

Guideposts exist to provide services to meet individual needs so that each person has the opportunity to fulfil their aspirations and maximise their potential. We seek to achieve excellence in our work and lead the way in researching, delivering, and disseminating good practice.

**PURPOSE OF ROLE**

To provide administrative support across recruitment, onboarding, induction, and training processes for staff and volunteers. This role is central to ensuring smooth coordination of people development activities and maintaining accurate records across systems.

**KEY ACCOUNTABILITIES**

* Support hiring managers with recruitment administration and coordination
* Maintain and update training records and matrices
* Assist in onboarding and induction processes for new staff and volunteers
* Support implementation of apprenticeships and work-based training opportunities
* Ensure accurate data entry and updates on the HRIS system
* Provide general administrative support across people development function

**RESPONSIBILITIES**

**Recruitment & Onboarding**

* Coordinate end-to-end recruitment processes: advertising roles, shortlisting, scheduling interviews, and preparing interview packs
* Create offer and induction packs for new starters
* Liaise with line managers to ensure smooth onboarding
* Conduct pre-employment checks including DBS, right to work, ID cards, and employment history verification
* Process leavers and update records accordingly

**Training & Development**

* Book training courses and maintain training records
* Monitor training expiry dates and identify gaps
* Research and liaise with external training providers
* Maintain and update the training matrix
* Support the appraisal and performance development process

**General Administration**

* Administer staff absences in line with policy
* Ensure GDPR compliance across all processes
* Track staff anniversaries and coordinate celebratory acknowledgements
* Provide reports and updates as requested
* Carry out any other administrative duties and support with HR projects as required by the Head of People and Wellbeing

**These responsibilities are not exhaustive and could change with the needs of the organisation.**

**KEY COMPETENCIES**

* Discretion and trustworthiness
* Strong organisational and multitasking skills
* Excellent written and verbal communication
* Proactive and adaptable approach
* Tact, diplomacy, and interpersonal sensitivity
* Ability to work independently and collaboratively

**QUALIFICATIONS/SKILLS**

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| Qualification/ Training | Essential  | Desirable  |
| **DBS** |  |  |
| **Full driving licence** |  |  |
| **CIPD/ desire to work towards** |  |  |
| **Highly developed IT skills**  |  |  |
| **Excellent inter-personal skills** |  |  |
| **Experience of Working in the Social care Sector** |  |  |
| **Experience of designing / delivering training programmes.** |  |  |
| **Partnership working**  |  |  |
| **Knowledge of developing funding strategies**  |  |  |
| **Knowledge of gaining accreditation for in house training**  |  |  |
| **Knowledge of SenseHR/ Ergofy and GreyMatter Click** |  |  |
| **Knowledge of SharePoint (outlook 365)** |  |  |

**OTHER DETAILS**

All staff have a responsibility to look after the health and safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

Guideposts is an Equal Opportunities employer

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role. It may be amended from time to time in discussion with the post holder.