

JOB DESCRIPTION

Job title	HR Administrator	Salary	£22,000-£25,000 per annum pro rata depending on experience
Reporting to	HR and Systems Manager	Holidays	33 days a year (inclusive of bank holidays) pro rata
Location	Unitas Youth Zone, Edgware, London, HA8 0DT	Hours	20 hours per week (0.5 FTE)
Length of contract	Fixed-term six months		
Key Relationships	HR and Systems Team, rest of the office team, sessional staff, OnSide colleagues, reception staff		

MAIN PURPOSE

A vital role to provide a wide range of Human Resources and administrative support for the Youth Zone, its staff and volunteers. You will be responsible for ensuring that HR processes are accurate, efficient and legally compliant, and that the HR systems are maintained and used effectively. This role will also include full spectrum of employee lifecycle activities from on-boarding to off-boarding and everything in between. You will also play a key role in the preparation of timely and accurate information for monthly payroll.

GENERAL

Unitas Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check**.

CONTEXT OF THE POST

Unitas

Banet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open seven days a week, all year round, with the purpose of supporting young people to become happy, healthy and successful adults.

General Duties and Responsibilities

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the Designated Safeguarding Leads using the safeguarding policies, procedures, and practice (training to be provided)

- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership
- To always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
- To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

Specific Duties and Responsibilities

- To support Unitas' human resources processes, always ensuring compliance with regulations and guidelines
- To provide advice and guidance to managers and employees relating to human resources policy and procedure, employee relations and wellbeing
- To support on the safer recruitment and selection process for Unitas
- To support and maintain the off-boarding process at Unitas
- To support the personal and professional development of all employees
- Support HR case management, including being able to lead on disciplinarys, investigations, notetaking etc
- To ensure personal data control and protection is always maintained
- To support with setting up meetings and taking minutes as well as production of agendas and meeting invitations
- To support the Systems and Finance Officer to ensure systems are in place to accurately record all hours worked by sessional staff, ensuring timely and accurate production of monthly payroll reports
- To support the work of the Finance team, with records-keeping, cash handling, reconciliation, and filing
- To assist with any general administration and communication functions as required
- Perform any other reasonable duties as requested by your manager or the Chief Executive

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Some experience of administration functions in a work or other setting	Essential	A & I
Experience of working with a range of IT systems	Essential	A & I
Experience of working within a team and prioritising work	Essential	A & I
Experience of organising tasks and activities to ensure that priorities are met	Essential	A & I
Handling cash	Desirable	A & I
Experience using a membership system or database	Desirable	A & I
Experience working with young people	Desirable	A & I
Qualifications		
GCSE in Maths and English or equivalent	Essential	A
CIPD qualification	Desirable	A
Skills		
Excellent written and verbal communication skills	Essential	A & I
Highly developed IT skills including MS Office, and databases	Essential	A & I

Excellent organisational, communication and interpersonal skills	Essential	A & I
Ability to cope with multiple demands and deadlines	Essential	A & I
Willingness to support the Youth Work team in ensuring a safe, fun and welcoming environment for all young people	Essential	A & I
Ability to diffuse pressurised situations while remaining calm and in control	Essential	A & I
Ability to work on own initiative and as part of a team	Essential	A & I
Excellent time keeper	Essential	A & I
Knowledge		
Knowledge of computers and relevant software such as MS Office	Essential	A & I
Knowledge of the issues which effect young people and safeguarding	Desirable	A & I
Special Requirements		
A willingness to work unsociable hours during evenings and weekend when required	Essential	I
DBS clearance and committed to Safeguarding children	Essential	I
A willingness to work additional hours to cover events, holidays and staff absence	Essential	I

The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.