



|                                   |   |
|-----------------------------------|---|
| <b>Job Title:</b>                 | HR/Office Administrator                     |
| <b>Location:</b>                  | Rugby                                       |
| <b>Hours:</b>                     | 30 – 37.5 Hours                             |
| <b>Responsible to:</b>            | Kelly Rowley HR Manager & Sarah Sinclair OM |
| <b>Key working Relationships:</b> | HRM, OM, CEO, Leadership Team, Rugby Team   |

### **About the organisation:**

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in a transformational and empowering way to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

### **The Values of Inclusion**

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

## **Summary:**

The HR/Office Administrator will provide administration support to the HR function and main Rugby office. The role will be focused on implementing new ways of working to improve efficiency and maintaining a high level of HR services across the organisation.

## **Main duties and responsibilities:**

- Regularly check and action e-mails within the HR inbox.
- Collate and process DBS documents for new starters, liaising with other administrators and office managers across the organisation.
- Create and maintain organisational charts
- Send off for references and save into individual files and the Single Central Register
- Set up new starters on Bright HR and Flick.
- Create new starter packs.
- Chase new starter packs including contracts, payroll information and medical questionnaires. Sending onto the relevant departments and raising any concerns.
- Shredding and scanning to ensure a paperless office.
- Transferring policies onto the new template and chasing policies once they have been reviewed by the board of trustees.
- Maintaining personnel files so they are compliant with GDPR rules.
- Maintaining the Single Central Register and Employee Master spreadsheet.
- Providing administrative assistance for any HR related projects.
- Writing standard operating procedures for HR tasks and suggesting any areas for improvement.
- Implementing Health & Safety standards within the workplace
- Supporting office manager with daily walk arounds
- Supporting managers within the Rugby hub with administration tasks when appointed by the OM
- Organising post and office supplies
- Liaise and build relationships with managers across the organisation
- Any other duties as deemed appropriate by the HRM and OM.

### **Person Specification:**

#### **Qualifications and Training:**

- Proficient in Microsoft Office 365
- Maths and English GCSE grade C or 5 (or equivalent) as a minimum.

#### **Experience:**

- Ability to multi-task and switch between tasks regularly and competently
- Self-motivated
- Confident communicator
- Ability to work on their own but also as part of a wider team.

### **Personal Attributes:**

**Commitment** – Acts as a role model and positively promotes the organisation. Takes responsibility for their own development.

**Care and Compassion** - understands how other people may be feeling, showing concern/interest in their issues and lives. Has a keen interest in animals and nature.

**Communication** - to be able to successfully share ideas, feelings, and information. Has an inquisitive nature.

**Creativity** – uses imagination and original ideas to support the development of their work. Not afraid to think outside the box.

**Intuition and Self Awareness** – positive attitude and growth mindset.

**Authenticity and Integrity** – honest and genuine person.

**Connection** – friendly with an ability to build relationships at all levels.