

|  |  |
| --- | --- |
| Job Title: | HR & Volunteer Officer |
| Department: | Resources |
| Responsible to: | HR Manager |
| Responsible for: | Volunteers |
| Pay Band : | Officer : £19,508.77 + 10% pension |
| Hours: | Full time – 2.5 days HR & 2.5 days Volunteer Officer (Total : 35 hrs p/w) |
| Location: | The Wolseley Centre |

|  |
| --- |
| **Background information :**  Our mission statement is:  *“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*  A registered charity established in 1969 we are one of 47 county Wildlife Trusts throughout the UK and are supported by over 15,000 members.  The Trust owns or manages 27 nature reserves covering an area of over 3,600 acres. Our 60 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, People Engagement, Conservation Delivery, Fundraising, Communication and Membership & Commercial. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering and administration staff.  In addition we have a trading company looking after the commercial side of our business including a café at Westport Lake Visitor Centre and Charity Shops in Leek, Rugeley & Penkridge.  The Trust currently employs 76 staff on a variety of contract types, including permanent, temporary, fixed term/project funded , full and part time, in addition there are 64 zero hour staff working across all departments. |

|  |
| --- |
| **Job Purpose :** |
| 1. To assist the HR Manager with the smooth running and administration for the HR & Health and Safety functions of the Trust. To attend & take notes of all meetings undertaken by the Chief Executive and the Board and prepare minutes in a timely manner. This is a central role to the whole Trust and will involve developing good working relationships with staff as well as volunteers & Trustees. 2. Support and develop the pool of skilled and enthusiastic volunteers who help us deliver our core priorities. Oversee all volunteering policies, processes and procedures, ensuring they are consistently delivered across the whole organisation. |

|  |
| --- |
| **Responsibilities :** |
| * Working across all departments in the Trust and its subsidiaries, support the HR Manager by providing the administration for all Human Resource work including dealing with complex HR issues such as redundancy, sickness absence, grievance, disciplinary and providing a confidential service, which adheres to employment legislation * Assist in the recruitment process for all posts including assisting with typing of job descriptions, advertising, sending out application packs, arranging interviews, obtaining references, typing offer letters & contracts ensuring all aspects comply with Employment Legislation * Ensure all staff HR files are kept up to date with relevant paperwork * Ensure records of all Personal Delivery Agreements & Personal Learning & Development Plans are kept up-to-date * Produce all relevant paperwork to assist Line Managers with inductions * Oversee the completion of training and development logs and feedback from training courses and workshops * Assist the HR Manager with the preparations for meetings of Trust Board, AGM’s and Board meetings of the Trading Company including timely collation and despatch of papers, attend and minute all meetings * Co-ordinate, monitor and evaluate volunteer activity and engagement across the Trust, ensuring volunteers are well suited to their roles. * Ensure volunteer policies and procedures are up to date, relevant and consistently applied across all areas of the business, including the trading company * Maintain an accurate database of active volunteers, communicating on a timely basis to keep volunteers engaged and supported. * Lead and support on recruitment, training and retention of volunteers, supporting other staff to ensure volunteers experience is rewarding * Implement a system that tracks volunteer hours, ready for reporting as part of quarterly reports to Trustees. Use this to evidence cost savings and areas for growth in volunteers. * Assist with the control and maintenance of all insurance renewals and documentation * Arrange first aid training for staff and volunteers as required maintaining records of certificate holders * Maintain an accurate record of driving licence checks for insurance purposes * Maintain an accurate record of sickness absence * Some occasional admin support to rest of Senior Leadership Team * Ensure the Trust is GDPR compliant and maintain accurate records * Liaison & control of Local and Associate volunteer Groups * Raise awareness of the work of Staffordshire Wildlife Trust and be an ambassador for the Charity * All staff should recognise the contribution that membership makes towards the running of the organisation. The postholder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment * In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager. * All staff are required to abide by organisational policies and procedures. |

Person Specification Job Title: HR Assistant

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | Assessment Method \* |
| **Qualifications** | | | |
| * GCSE or equivalent in English and Maths | x |  | AF/QC |
| * A level or equivalent Level 4 in Business/IT |  | X |  |
| * Full Driving Licence |  | X |  |
| **Experience** | | | |
| * Experience in an administrative & recruitment role | x |  | AF/I |
| * Attending a variety of formal and informal meetings and minute taking | x |  | AF/I |
| * Dealing with people and communicating at all levels | x |  | AF/I |
| * Experience of managing/supporting volunteers | x |  |  |
| * Team working and self-performance | x |  | AF/I |
| * Experience of working in a voluntary organisation |  | x |  |
| **Skills/knowledge** | | | |
| * Meeting planning | x |  | AF/I |
| * Self-motivated able to set and prioritise workloads and work without close supervision | x |  | AF/I |
| * A systematic, methodical approach to work in order to produce accurate and timely information and meeting papers | x |  | AF/I |
| * Excellent communication and interpersonal skills, tact and diplomacy | x |  | AF/I |
| * Comprehensive knowledge and use of IT systems such as Email applications and Social Media, Word and Excel |  | x | AF/I |
| * Approachable, ability to build positive relationships with people in different stages of life | x |  |  |
| * The ability to inspire and motivate volunteers. | x |  |  |
| * Relevant knowledge of Health and Safety legislation and its application, with particular relevance to working with volunteers. |  | x |  |
|  |  |  |  |
| **Abilities** | | | |
| Job involves…………..   * working evenings and occasional weekends * occasional driving around the County of Staffordshire and further afield, therefore applicants must have a full current driving licence | x  x |  | AF/I  AF/I |

**\***

|  |  |
| --- | --- |
| * I = interview | * T = test or assessment |
| * QC = qualification certificate | * P = presentation |
| * AF = application form |  |