

HR/Training Administrator PR110

Hours: 21

Salary: £19,650 pro rata (Actual £11,790)

Contract: Permanent

Location: Central Leeds with the option of hybrid working

Closing date: 5 July 2022

Interview date: 12 July 2022

Carers Leeds is an independent charity that gives specialist and tailored support, advice and information to unpaid carers aged over 16yrs. An unpaid carer is someone who looks after a friend or relative that could not manage without a carer due to a health condition, frailty, substance misuse or disability.

Established in 1996, our award-winning service and team of expert support workers are dedicated to improving the lives of thousands of carers in Leeds.

Carers Leeds works in partnership with community groups, local businesses and third sector organisations to give carers in Leeds a network of support. We deliver confidential advice, guidance and emotional support that help carers keep on caring.

Brief Role Description:

This is a new role reporting to the Head of People to provide administrative and operational support to our HR and Training function.

Key Duties and Responsibilities:

- To create and maintain employment related documents for employees
- To produce offer letters and contracts for employees
- To process administration changes for employees, including job role changes, salary changes, variations of contract and leavers
- To administer training activities and records for the workforce
- To administer HR processes including induction, appraisal, sickness and wellbeing
- To update and maintain digital employee records through the HR system
- To analyse data to create data based reports on people statistics
- To coordinate meetings and activities relating to HR and training

What we need

You'll need to have office administration experience, and preferably some HR experience, although this is not essential.

Most important for us is that you have great IT skills, good attention to detail, and that you are well organised and flexible.

You will also need to be motivated and enthusiastic, and willing to get involved where needed.

Finally you must be aligned to our values in everything that you do at Carers Leeds

Excellent terms and conditions including:

- Great working environment
- A Values driven organisation
- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime/Hybrid Working

To Apply please visit <http://www.carersleeds.org.uk/vacancies>
Please submit online applications only. (No Agencies / CVs will not be accepted)

Carers Leeds celebrates diversity and strive to be an equal, diverse, and inclusive organisation, we welcome applications from all sections of the community. Groups currently under-represented in our workforce are from ethnic minorities, people with disabilities, younger and older workers, men, and transgender people.

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