

JOB DESCRIPTION

Job Title:	People Administrator
Responsible To:	Head of People Services
Location:	Home Based with occasional travel within the UK
Salary:	Band B - £23,088 to £25,133 per annum pro rata, dependent on experience, plus 8% pension contribution
Hours:	Full time (37 hours per week)
Contract:	Fixed Term Contract, until 31 March 2025

Job Purpose

- Provide a comprehensive and highly accurate administrative support to the People Services team, being responsible for supporting the entire employee lifecycle, ensuring that the people administration processes are efficient and effective.
- To support delivery of our People and Culture Strategy and transformational change programme.

Main duties:

- Support the People Service Team with routine tasks, providing additional support during peak times and ensuring consistent coverage.
- Respond to and triage enquiries received in the HR inbox, ensuring timely resolution, identifying common themes and questions to communicate through our internal communication channels.
- Assist with the end-to-end recruitment process for all employees.
- Manage the onboarding process by preparing offer letters and contracts, verifying work eligibility, and supporting managers with induction planning, delivering the People Services induction, and making sure we deliver a positive experience for every new joiner.
- Carry out general administration tasks including organising and maintaining employees' records, updating internal databases and preparing HR documents like employment contracts, addendum letters etc.
- Support the monthly payroll process providing payroll-related information and required documentation to the payroll team in a timely and accurate manner.

- Support the implementation and administration of employees' benefits.
- Support the People Services Team to ensure that our People systems, information and data is maintained with accurate and up to date information, in line with the data retention policy and GDPR.
- Undertaking processes to ensure compliance with and recording of mandatory training, appraisals, and probation reviews for all staff.
- Provide accurate monthly reports on workforce data, including turnover, absence, probation, training compliance, performance reviews.
- Support the implementation of performance management processes.
- Provide support for timesheet enquiries, including setting up new timesheets on excel and resolving questions as they arise.
- Support the Head of People Services to administer the 'Charity Learn' online learning management system, to include setting up new starters with the induction pathway and creating bookable in-house training sessions as required.
- Support the setup of corporate induction sessions, liaising with key stakeholders, ensuring all new starters attend.
- Support the Head of People Services to deliver the annual and quarterly staff surveys, including set up of distribution lists and drafting communications.
- As appropriate, assist on any other tasks, projects, duties, and work streams which contribute to the success of the People team to support the business with day-to-day people management activity and deliver the objectives of the agreed annual strategic People plan.

General:

- Any other duties relevant to the post as agreed with your Line Manager.
- Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
- Undertake all duties in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
- Work in accordance with BC's policies, procedures and codes of conduct.
- Undertake any required training, as advised by your line manager.



PERSON PROFILE

Job Title: People Administrator

Technical/specialist skills	Essential	Desirable	Assessment Method
Educated to GCSE or equivalent level	✓		A
Experience of working in a recruitment or HR team	✓		A/I
Relevant HR Administration experience	✓		A
Ability to analyse and present complex data using excel		✓	A/I
CIPD level 3		✓	A
Ability to communicate complex information succinctly and in plain English	✓		I
High level of computer literacy with the ability to use digital content management systems such as SharePoint, staff engagement platforms, learning management systems, workforce systems, intranets, and websites.		✓	A/I
Excellent knowledge of MS Office (Word, Excel, PowerPoint).	✓		A/I
Working with Volunteers/Managing External Partners and others			
Excellent communication skills with ability to interact effectively and build positive relationships at all levels	✓		A/I
Excellent written and spoken communication skills	✓		A/I
Personal Attributes			
Excellent attention to detail, with a high degree of accuracy	✓		I
Highly organised with ability to prioritise workload, meet tight deadlines and use own initiative	✓		A/I
Experience of innovative thinking and ability to develop and deliver ideas within specific timeframes.	✓		I
Excellent team working ethos	✓		I
Full driving licence (or means to travel)	✓		A
Empathy with aims and objectives of Butterfly Conservation	✓		A/I

Key: A = Application Form, I = Interview