

## PEOPLE ASSISTANT

*'Choose a job you love and you will never have to work a day in your life' – Confucius*

### VACANCY REFERENCE CODE: 46/2019

*Please quote this code on the application form*

- **Based at:** Calderstones Site
- **Reporting to:** HR and People Team Manager
- **Salary:** Band 1 £15,500-£17,000
- **Duration:** Permanent
- **Working Hours:** Full Time/35 Hours per week
- **Annual Leave:** 30 days per year plus bank holidays

This role calls for an exceptionally highly-motivated and dedicated person to provide general administrative support to the People Team

### Key Responsibilities

- Providing administrative support for The Reader's staff and volunteer recruitment processes. Includes answering queries about opportunities, distributing paperwork for shortlisting, preparing interview schedules, interview rooms, meeting and greeting potential candidates.
- Providing administrative support for The Reader's induction process for new recruits, including organising induction schedule, providing and obtaining appropriate documentation and being first point of contact for new starters.
- Processing DBS checks for staff and volunteers
- Provide administrative support for all HR processes including but not limited to sickness absence, annual leave, booking and organising staff and volunteer training
- Answering a range of e-mail queries on general information about The Reader's programmes and opportunities and re-directing queries within the organisation as appropriate,
- Administration of contracts of employment.
- Distributing incoming mail and making arrangements for outgoing mail.
- Inputting and updating HR data using Dynamics
- Organising and maintaining electronic and paper files

Other duties and responsibilities as and when required

- Arranging meetings and organising appointments for staff
- Providing other general clerical and administrative support as required
- Providing support for planning and delivery of staff events and training.
- Maintain awareness of staff roles, salaries and management structure.
- Providing other support as required to the Head of People, the HR and People Team Manager and the Volunteer Recruitment Manager.
- Cover for telephone and reception duties.

- Assisting with various different types of data input and data cleansing
- Other duties as directed by line manager.

### Person Specification

<p>Knowledge/ Technical Skills/Experience</p>	<ul style="list-style-type: none"> <li>• Good listening skills (E)</li> <li>• The ability to stay calm under pressure (E)</li> <li>• A professional and courteous approach. (E)</li> <li>• Excellent organisational skills (E)</li> <li>• An understanding of managing confidential information and data. (E)</li> <li>• Self-motivated and able to use initiative (E)</li> <li>• Good IT skills, especially Microsoft Office, use of email and the internet (E)</li> <li>• Flexible and willing to learn (E)</li> <li>• Able to work as part of a team. (E)</li> <li>• GCSE Maths and English Grade A-C (E)</li> <li>• Experience of working in a busy office environment. (D)</li> <li>• Experience of working in the voluntary/charity sector. (D)</li> <li>• Educated to degree level. (D)</li> </ul>
<p>Special Circumstances</p>	<ul style="list-style-type: none"> <li>• An understanding of, and the ability to communicate the aims and values of The Reader. (E)</li> <li>• An understanding of The Reader's shared reading model. (D)</li> <li>• Ability to understand the needs of the diverse people and communities that The Reader works with. (D)</li> <li>• A love of books and reading (D)</li> </ul>

\* E = Essential      D = Desirable

### How to Apply

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)
- 

**Deadline for applications: Monday 22<sup>nd</sup> July 2019, 9am.**

NB: applications arriving after 9am will not be considered

- A high volume of applications may make replies to everyone impossible.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.