

Your life can change
in seconds.



As part of the consultation process...
from both De Montfort University and...
School.
We talked with both groups about the...
homelessness, their preconceptions...
thought a certain type of person would...
how they might feel if they become...
The students from Rushey Mead also...
drawings and pictures and we wanted...
on a larger scale. This canvas takes...
drawings and...
incorporates some of the words and...
given to us.



HR Administrator / Assistant
Application Pack
Closing Date: Monday 19th June 2017

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HR Administrator / Assistant

Contract: Fixed Term

Hours: 37 hours per week

Salary: £16,394

Action Homeless is a local charity dedicated to tackling the causes and consequences of homeless in Leicester and Leicestershire. We are looking to recruit a bright, enthusiastic HR administrator/Assistant to join their central services team.

Supporting the HR Manager, you will be responsible for providing comprehensive administration support in a generalist HR capacity. Your duties will include drafting all necessary HR documentation including new contracts and starter packs, assisting in all aspects of the recruitment process including inductions, and maintaining employee records.

A basic understanding of HR principles and an understanding of employment legislation is required. We are seeking an individual with excellent organisational and time management skills coupled with the confidence to deal with sensitive situations in a professional manner and a willingness to learn and undertake new tasks.

Full details about the role including the person specification can be downloaded from our website www.actionhomeless.org.uk alternatively please call 0116 2211882

To apply please complete and return our application form to tammybolton@actionhomeless.org.uk

Closing date: Monday 19th June 2017

Assessments & interviews: 29th / 30th June 2017



About Action Homeless



Action Homeless provides a range of services for homeless people and people who are worried about homelessness in Leicester and Leicestershire. These include information, advice and accommodation services. We also work within the community to try to prevent homelessness from occurring in the first place.

Our services aim to give people the confidence and skills they need to achieve and maintain independent living and to make a great contribution to the local community.

We believe that, wherever possible, it is much better to prevent homelessness from occurring before people reach a crisis in their lives. Preventing homelessness is a key focus for Action Homeless and an area, which we will be developing over the next five years. We launched a 'No Second Night Out' in Leicester which is a partnership project, that aims to ensure that anyone rough sleeping in Leicester is linked with accommodation and support services as quickly and efficiently as possible.

Unfortunately, there are cases where people do reach crisis point and find that they do not have a safe place to stay. In these situations, we are here to help and work with Leicester City Council to provide emergency accommodation to vulnerable adults who need it. In addition, our Accommodation Assist project offers high quality temporary housing to people who are homeless or threatened with homelessness and need a safe place to live whilst identifying more stable and permanent housing. Our accommodation across Leicester varies to include large supported housing projects, small-shared houses, bedsits and self-contained flats.

Action Homeless successfully brought back into use 20 empty properties through funding secured from DCLG. The project renovated empty properties, transforming them into affordable accommodation for people leaving homelessness services. In line with our strategic priorities, Action Homeless plans to continue with this work and provide an affordable solution to homelessness.

During 2016, we were successful in obtaining £140,000 from Nationwide Foundation, which helped us to purchase and renovate a further 3 properties. This also meant we were able to create 17 more units of affordable housing accommodation.

We believe that putting a roof over someone's head is only the first step to helping them to regain their independence and therefore we provide access to an extensive support programme, which includes:

Engage – a purpose built support centre which acts as the base for a varied events and activities programme that promotes skills development and independence.

Action Trust – a social enterprise that offers work placements, training and employment opportunities to ex-offenders and people with experience of homelessness.

Moneywise – a project that seeks to improve individual's financial confidence through a programme of group workshops and one-to-one training and education.

More information about Action Homeless and what we do can be found on our website at www.actionhomeless.org.uk

HR Administrator / Assistant Job Description

Job Title: HR Administrator / Assistant
Responsible to: HR Manager
Hours: 37 hours per week
Salary: £16,394

1. Job purpose

The HR Administrator/Assistant will be responsible the administration of the HR function at Action Homeless and will assist with the management of employee relations. To provide an efficient and effective generalist HR service by working alongside the HR Manager to deliver its overall aims and objectives.

2. Key responsibilities

2.1 Employment legislation

- 2.1.1 Help ensure compliance with employment legislation.
- 2.1.2 Updates HR policies and procedures in line with changes to employment legislation.
- 2.1.3 Assists in the development of new policies and procedures

2.2 Human Resources

- 2.2.1 Responsible for the organisations recruitment and selection process including liaising with advertising agencies, collating applications, and assisting managers in interview process where necessary.
- 2.2.2 Assists with volunteer recruitment, including drafting job descriptions, organising recruitment days in the community, conducting interviews and recruitment checks.
- 2.2.3 Assists HR Manager with drafting job descriptions, person specifications and recruitment adverts.
- 2.2.4 Responsible for ensuring all new starters receive the appropriate paperwork and all recruitment checks are completed, including writing for references, ID checks and DBS checks.
- 2.2.5 Maintaining and updating employee personnel records.
- 2.2.6 Responsible for the updating of Sage HR database and monitoring of HR Issues log.
- 2.2.7 To plan, conduct and organise training and team building events for staff and volunteers, and where appropriate delivers in-house training.

- 2.2.8 Maintains the central record of all employee absences ensuring the HR manager is informed when absences reach unacceptable levels.
- 2.2.9 Provides general HR information and support to line managers as required.
- 2.2.10 Completes the HR administration including preparation of documents, typing, filing and minute taking.
- 2.2.11 Assists the HR Manager in conducting the organisations colleague opinion survey and the collation of its results.
- 2.2.12 Works with HR manager to ensure the organisation retains its Investor in People Award.
- 2.2.13 Maintains & updates the staff handbook and ensures all new employees and volunteers are in receipt of a handbook at their induction.
- 2.2.14 Assists in the induction process for all new starters and arranges DBS checks for the organisation.
- 2.2.15 Provides reports as directed/requested by HR manager.
- 2.2.16 To provide HR Support to the Community Engagement Intern, as requested, to help address any performance issues with volunteers and to assist if required with the creation of volunteer rotas.

2.3 General

- 2.3.1 To assist in the coordination of meetings, ensuring rooms are books and appropriate persons invited.
- 2.3.2 To assist with the preparation and distribution of paperwork for meetings. Where required attend meetings and ensure appropriate records are obtained.
- 2.3.3 To perform any other duties as may be required from time to time.

Person Specification

		Criteria Indicated E (Essential) D (Desirable)
Qualifications / Education	D	Degree in Human Resources Management.
Competencies, skills and experience	E	Excellent communication skills both oral and written with the ability to convey information accurately
	D	Ability to resolve conflict
	E	Clear understanding of HR best practice
	E	Up-to-date knowledge of employment legislation
	E	Computer literate
	E	Ability to build and sustain positive working relationships across the organisation
Values and motivation	E	A commitment to, and understanding of, equality and diversity issues.
	E	Personally motivated to support and develop colleagues so as to enable them to excel against their strategic objectives.
	D	Interest in and understanding of the issues facing homeless people.
Person characteristics	E	Excellent organisation, prioritisation and time management skills.
	E	Ability to deal with difficult and sensitive situations in a diplomatic and professional manner.
	E	Ability to work successfully as part of a team.
	E	Ability to use own initiative and work autonomously

How to Apply

To apply for the role please complete the full application form, making sure that it clearly demonstrates how you meet the role profile, and send this to tammybolton@actionhomeless.org.uk. Alternatively, you can post your application to Ridgeway House, Little Hill, Newton Lane, Wigston, Leicester, LE18 3SE.

If you do not receive a response to your application by 28th June 2017, then unfortunately on this occasion you have not been short-listed.

Please note that CVs and covering letters will not be considered.

The closing date for applications is Monday 19th June 2017.

Assessments & interviews will take place: 29th or 30th June 2017.

