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**Ferne Animal SANCTUARY - JOB DESCRIPTION**

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| **Job Title:** | HR Administrator |
| **Reports to:** | CEO |
| **INTERFACES:** | CEO  Re-Homing Manager/Animal Care Manager  Head of Kennels/Senior Kennel Attendant  Senior Management Team  Administration Team  Trustees  Employees  Customers  Community |

**MAIN PURPOSE OF JOB**

An opportunity to take the next step in your HR career. The HR Administrator will be an essential member of the Ferne team, supporting the CEO, Senior Management Team and staff in all daily HR Matters. This role demands an extremely well organised and competent individual to deliver support to all Ferne staff in their day to day functions with excellent administration and people skills. Demonstrable successful experience within an HR role will be essential. The HR Administrator is a ‘go to’ person for any issues and queries raised by staff at all levels within the sanctuary so sensitively in this role is key.

**MAIN TASKS AND RESPONSIBILITIES**

* To work closely with CEO and SMT team with recruitment, staff appraisals and arranging necessary staff training
* To advise effectively on all employment law issues by working closely with our dedicated employment law advisors
* Monitor all staff holiday, sickness and TOIL requests
* To follow correct procedures for the recruitment, selection and placement of new staff throughout the organisation, and ensuring that all necessary checks are carried out as required (including DBS checks)
* To ensure that HR policies, procedures, job descriptions, handbooks, and recruitment processes are in place, regularly updated and monitored
* To develop and maintain effective communication channels to all Ferne staff
* Budget holder for the HR department
* Report quarterly to the board of trustees i.e. staff turnover, recruitment & training costs
* To resolve sensitive conflict management issues with staff, as and when they arise
* To be responsible for ensuring that all staff are adequately supported
* Keep up to date with legislation and policy related to HR functions

The Sanctuary reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to its needs. Job Descriptions only reflect 80% of a role and are not an exhaustive list of duties. You will be expected to carry out other activities that are within the scope of the role.

**Skills & Experience**

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| **Essential** | **Desirable** |
| * Proven demonstrable ability to meet the job requirements * Demonstrate past excellence in communication with employees and management support * Excellent planning and organisational skills to multi-task HR Administration tasks and prioritise effectively * Budget management * Ability to work under own initiative, managing own workload and working collaboratively * Have a positive and professional work attitude * Have an ability to be flexible, tactful, diplomatic and supportive in your approach at all times * Work with confidential information * Dealing sensitively with investigations and disciplinaries * Strong recruitment skills including screening, interviewing and inductions * Knowledge of HR Policies and Procedures * A keen understanding and belief in the mission of Ferne Animal Sanctuary * Full valid UK driving licence with access to car | * Experience of developing and delivering training to staff * Team building event organisation * A good understanding of data protection * A working knowledge of Health and Safety legislation * Redundancy processes * Educated to A Level standard, or equivalent experience * CIPD qualification and or 5 years’ experience working within HR environment |

**Conditions of Employment**

Hours: Part-time flexible to be agreed

The Sanctuary operates a time off in lieu (TOIL) policy.

Salary: £11.40 per annum

Holidays: 28 days including bank holidays.