



<b>Post</b>	HR Administrator
<b>Reports to</b>	HR Business Partner
<b>Salary</b>	£20,000 per annum (£25,000 FTE)
<b>Hours per week</b>	28 hours per week, Monday to Thursday
<b>Location</b>	1 Thorpe Close, London W10 5XL (office based role)

An exciting role has arisen to join a community-guided organisation, with an ambitious and exciting vision, in the heart of Portobello, West London.

Westway Trust is a charity that was established to steward the 23-acres of space under the Westway flyover and works together with the local community to enable North Kensington to thrive. We dedicate ourselves to the social, environmental and economic wellbeing of this vibrant community. To deliver our ambitions we work with around 80 member organisations ranging from community groups and residents' associations to schools and sports clubs, as well as other local groups and people.

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 34 offices, 32 shops, community stables and a skate park.

We want to encourage the communities around us to engage with us and consider us a place that offers them the chance to be physically fit, build health awareness and a healthy lifestyle, participate in the arts, social justice and culture and access economic opportunities as well as opportunities for progression and learning.

### Job purpose

This is a newly created role working in a small busy team supporting the Head of Governance/HR and the HR Business Partner. The role is a true HR generalist role providing efficient and effective administration support across all areas of HR, as well as acting as first point of contact for any HR related queries or issues. This is a great opportunity for someone with an initial grounding in HR work who is looking to take the next step in developing a career in HR.

### Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, the HR Administrator will be expected to take ownership of the areas of accountability below, and to develop it in line with the needs of Westway Trust and the communities of North Kensington.

- First point of contact for handling HR administrative enquiries (internal and external) and requests and/or assist with providing relevant information or sign posting.
- Provide full administrative support to the recruitment and on-boarding of new starters.
- Assist with the off-boarding process of employees.
- Prepare various HR documents, including probation and employment offer letters.
- Work closely with the HR Business Partner on managing the staff appraisal process.
- Maintain employee records and database in line with the GDPR guidelines.
- Responsible for updating and managing staff training records and booking of staff training.
- Provide administration support on employee benefits related matters.
- Support the HR Business Partner with ensuring all HR processes are in place and where possible seek to improve, develop and/or streamline.
- Assist the HR Business Partner with implementing our new wellbeing programme.
- Assist the HR team with project administration.
- Provide administration support on employee relation matters.

- Minute taking at HR meetings.
- Support the Executive Assistant with cover arrangements for the building reception, as and when required.
- Provide other admin tasks as required.

<b>Person specification</b>
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You will need to have the right blend and balance of strong administration skills with excellent interpersonal and customer-facing skills, working for a charity supporting and enhancing the lives of people in the local community.

- Educated to GCSE standard or equivalent.
- At least one year's experience as an HR Administrator.
- Desire to build a career in HR.
- Working towards Level 3 CIPD qualification is desirable but not essential.
- A good understanding of HR processes and systems, with a good basic knowledge of current UK employment law.
- Excellent attention to detail.
- Good organisational, prioritising and problem solving skills, with the resilience to work effectively under pressure.
- Excellent interpersonal and communication skills, with the ability to deal tactfully with colleagues and a commitment to maintain confidentiality.
- Experience of using an online HR system, preferably SelectHR.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability - at all times in their work and behaviours.