



Post	HR Administrator
Reports to	Senior Manager: HR
Salary	£23,972 per annum (£29,965 FTE)
Hours per week	28 hours per week, Monday to Thursday
Contract type	Maternity cover – 12 month fixed term contract
Location	1 Thorpe Close, London W10 5XL

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021 a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental, and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: www.westway.org/about-us/horizon-plan/

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, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting, and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

Job purpose

The HR Administrator is a generalist role that provides efficient and professional administrative support across the employee lifecycle, ensuring accurate records, timely processes and a positive employee experience, while supporting the wider HR team with day-to-day people operations and compliance.

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 Senior HR Managers on managing the staff appraisal process.
- Maintain employee records and HR database in line with the GDPR guidelines.
- Creating templates, forms and documents using excel and Microsoft applications.
- Responsible for updating and managing staff training records and booking of staff training.
- Provide administration support on employee benefits related matters.
- Support the Senior HR Manager's with ensuring all HR processes are in place and where possible seek to improve, develop and/or streamline.
- Support the Senior HR Manager's with the development of the Trust's wellbeing programme.
- Assist the HR team with project administration.
- Provide other admin tasks and support within the HR team as required.

Person specification

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.

- At least one year's experience as an Administrator.
- Good standard of written and spoken English.
- Excellent interpersonal and communication skills, with the ability to deal tactfully with colleagues.
- Excellent attention to detail.
- Good organisational, prioritising and problem-solving skills, with the resilience to work effectively under pressure.
- Excellent IT skills, including Microsoft Office applications, and good knowledge of Excel.
- Knowledge of HRIS systems (desirable)
- Commitment to always maintain confidentiality.

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