

## HR Administration Volunteer

Background	To provide admin support to the HR Office, supporting Managers to recruit and retain quality staff and volunteers, and ensuring that Hospice records are accurate and up to date, and that employment legislation is complied with.
Role Title	HR Administration Volunteer
Line Manager (job title)	HR Manager
Other key volunteering relationships	HR Advisor & HR Administrator
You will need to be:	<ul style="list-style-type: none"> <li>• Able to work within a team</li> <li>• Able to work with minimal supervision</li> <li>• Able to deal with sensitive situations</li> <li>• Organised and motivated</li> <li>• Respectful of and committed to confidentiality, equality &amp; diversity</li> </ul>
You will need to have (skills):	<ul style="list-style-type: none"> <li>• IT skills (word, excel, email)</li> <li>• Office/Administrative experience is essential</li> <li>• Flexible approach to work in order to deal with a fast paced environment</li> </ul>
Qualifications, professional skills, and accreditations/memberships/registrations	<ul style="list-style-type: none"> <li>• IT skills are essential</li> <li>• HR or recruitment experience desirable</li> <li>• Training and Support will be given</li> </ul>
Tasks include (but are not limited to):	<ul style="list-style-type: none"> <li>• To assist with any administrative aspect of the recruitment and selection process as required</li> <li>• Facilitating and processing compliance checks for new starters including DBS checks, obtaining references, and checking right to work and identity documents</li> <li>• To administer procedures for staff and volunteer changes and leavers of the organisation, including providing references for current and former staff and volunteers, in accordance with Hospice policy</li> <li>• To ensure that confidential information is kept securely and in line with the Data Protection Act 2018/GDPR and all other relevant legislation</li> </ul>
Time commitment	Ideally 1 full day or 2 half days a week between Monday to Thursday
Disclosure required	Basic DBS
General Requirements	<p>Induction and mandatory training will be provided</p> <p>Must comply with St Teresa's Hospice Policies and Procedures</p> <p>All volunteers are required to provide proof of Right to Work, Photo ID and satisfactory references</p>