

Volunteer Task Profile

HR L&D Administration Volunteer

Background	To provide admin support to the HR Office, primarily supporting the Learning & Development (L&D) function, ensuring that Hospice L&D records are accurate and up to date, assisting with arranging and communicating L&D opportunities, and communicating with staff, volunteers and managers regarding training requirements and compliance rates.
Role Title	HR L&D Administration Volunteer
Line Manager (job title)	HR & OD Officer
Other key volunteering relationships	HR Advisor, HR Manager, HR Admin staff and volunteers
You will need to be:	<ul style="list-style-type: none"> • Able to work within a team • Able to work with minimal supervision • Able to deal with sensitive situations • Organised and motivated • Respectful of and committed to confidentiality, equality & diversity
You will need to have (skills):	<ul style="list-style-type: none"> • IT skills (word, excel, email) • Office/Administrative experience is essential • Flexible approach to work in order to deal with a fast-paced environment
Qualifications, professional skills, and accreditations/memberships/registrations	<ul style="list-style-type: none"> • IT skills are essential • HR or L&D experience desirable • Training and Support will be given
Tasks include (but are not limited to):	<ul style="list-style-type: none"> • Keep staff and volunteer training records up to date, including running reports, and data inputting to our record systems • Send training reminders to managers and assist with chasing up overdue training • Provide support to staff or volunteers who are experiencing difficulties completing e-learning • Assist with arranging and booking training via external providers • Advertise available training opportunities to managers, staff and volunteers, and administer booking processes • Produce induction packs for staff and volunteers • Ensure that confidential information is kept securely and in line with the Data Protection Act 2018/GDPR and all other relevant legislation • Assist with any other admin tasks for the HR team as required
Time commitment	<p>Ideally 1-2 half days or 1 full day per week</p> <p>Wednesday and/or Friday, between 09:00 and 17:00</p>

Disclosure required	Basic DBS
General Requirements	Induction and mandatory training will be provided Must comply with St Teresa's Hospice Policies and Procedures All volunteers are required to provide proof of Right to Work, Photo ID and satisfactory references
Driving Status	Not required