



**Combined
Cadet
Force
Association**
The Charity Supporting Cadets in Schools



**Army
Cadet
Charitable
Trust UK**

HR Assistant

40 hours per week - Two years fixed term contract.

Department:	Central Services - HR	Level:	Support-3
Reporting to:	HR Manager	Location:	Holderness House, London, EC2A 4DW

Job Description

Purpose of the Post

You provide effective support to the HR Manager. You will provide day-to-day administrative support to the charities' human resources function, focusing on tasks like record-keeping, recruitment assistance, onboarding, payroll processing, and answering employee queries. This post requires a well organised team player with attention to detail, strong written and oral communication skills and an ability to work on their own initiative.

Principal Responsibilities

- Assist the HR Manager with recruitment and onboarding, including:
 - Posting job adverts.
 - Filing, sorting and pre-sifting job applications
 - Maintaining contact with job applicants, including issuing acceptance and refusal letters.
 - Obtaining the required documentation for pre-employment checks
 - Applying for DBS / PVG
 - Issuing contracts
- Induct and train new employees in using the HRIS system.
- Process variation and lifecycle changes
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Assist the HR Manager with annual appraisal reporting.
- Help plan programmes and review processes to improve employee welfare.
- Support internal and external inquiries and requests related to the HR department.
- Experience in taking minutes.
- Support in employee relations enquiries
- Produce monthly HR Reports.
- Adhoc tasks as per the discretion of the HR Manager.

HR Assistant Job Description – May 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

- Support the implementation of HR initiatives and projects as required.

General

- Any other commensurate task as directed by line management.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	• Good general education at least to GCSE level (Grade C Maths & English) or equivalent. • Experience working in a HR Department. • Evidence of continuing personal and professional development.	• CIPD Level 3 or higher	Application form, interview, certificates
Skills and Ability	• Discretion and Confidentiality. • Ability to quickly understand an organisation's Management Information System (MIS) and use it to best effect. • Excellent written and verbal communication skills. • Ability to work on own initiative within an agreed framework of objectives. • Flexibility and a willingness to undertake varied responsibilities.	• Ability to work with lookups and pivot tables. • Effective interpersonal skills, in particular influencing skills.	Application form, interview, references

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