



**Could you be our
HR Administrator?**



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



John Casson CMG
National Leader/CEO, L'Arche in the UK



Who We Are

Do you believe in a world where we all belong?

INTRODUCTION

L'Arche is a worldwide federation of people with and without learning disabilities, working together for a world where all belong. We believe in the transforming impact of genuinely mutual relationships between people with and without disabilities.

In the UK, L'Arche is a registered charity with 11 Communities across England, Scotland and Wales. We celebrate people with learning disabilities, and build communities with them rather than for them. We go beyond supporting people's basic needs. We attend to their emotional and inner lives, by building spaces of vibrant friendship, opportunity, spirituality and community life.



OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any inperson interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

WANT TO GET TO KNOW US BETTER?

[Our unique approach](https://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](https://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	HR Administrator
Hours:	30 hours per week (flexible)
Salary:	£25,270 - £27,336 (pro rata) + LDN weighting if applicable (subject to pay review), depending on experience
Location:	Hybrid (in the National office in London or a local Community)
Contract type:	Permanent

ABOUT THIS ROLE

To support the Identity & Mission of L'Arche in the UK by providing an efficient administrative HR service to the L'Arche Communities, National HR Director, and L'Arche National Leadership Team.

To support effective global recruitment and visa processes across L'Arche through obtaining appropriate and verified references and other background checks. Maintaining contact with the applicants and supporting them through the visa process, updating the database and alerting the level 1 UKVI users to any issues.



Key Responsibilities

GENERAL

- Assist in the organisation of residential meetings as required.
- Build and maintain strong productive relationships with local HR leads and national team members and attend appropriate meetings.
- Collecting, analysing, and reporting on HR, recruitment, and technology data to inform L'Arche on any trends, and making proposals for initiatives or change of processes in response to the findings.
- Ensuring all HR Administration is completed accurately and in a timely manner.
- Managing the list of approved callers for our external advisors and UKCRBs
- Overseeing Occupational Health referrals, The Employee Assistance Programme, and the Bike to Work scheme.
- Monitoring and analysing key health indicator reports, analysing exit interview feedback, passing alumni data to the Comms team,
- Supporting the HR Director with administration and preparation of reports for the National Board.
- Supporting the National Leadership Team with HR related administration as and when required for example coordinating diaries to organise formal meetings and taking notes at those meetings.
- Any other duties as required.

RECRUITMENT

- Supporting both local communities and the national teams of L'Arche with recruitment
- Liaise with recruitment and advertising companies to purchase advertising credits.
- Manage enquiries and applications for the live-in assistant roles.
- Carry out background checks for all roles requiring visa sponsorship.
- Using the Applicant Tracking System to ensure the smooth flow of applicants through the recruitment process.
- Creating job application packs on CANVA.

UKVI

- Be familiar with sponsor compliance duties and support the monitoring of Tier 5 and Tier 2 visa holders.
- Work towards becoming a level 1 user for UKVI with a thorough understanding of UKVI regulations in the L'Arche context.
- Alert the Level 1 users within appropriate time scales as required when an update to the sponsorship management system must be made.

POLICIES

- Support the HR Director and HR Advisor in maintaining an accurate and up-to-date database of current policies, updating the intranet as required.

HR INFORMATION SYSTEMS AND DATA PROCESS MANAGEMENT

- Support the running of new and existing technology and system(s) as required and ensure their compliance with Data Protection and other relevant legislation.
- Ensure data held on HR systems is complete and accurate by encouraging local communities and national teams to use all available functionality of the system(s).
- Assisting Communities and the National Team with queries and support relating to the use of the HR database.



Person Specification

EXPERIENCE

- Proven track record of delivering high quality administration.
- Good knowledge of Excel and databases
- Good knowledge of GDPR and how to apply it in a complex organisational structure.

KEY SKILLS

- Able to work efficiently and effectively, prioritising large volumes of complex, highly detailed data, engaging in multiple conversations over Teams and Email.
- A good understanding of the regulatory context and the necessary standard of administration required to meet those regulations and able to advise the Communities according to that guidance.
- A proven ability to deliver high quality administration support at pace across multiple work streams.
- Good knowledge of Excel, MSOffice, Canva, databases.

PERSONAL ATTRIBUTES

- Strongly aligned to L'Arche vision and values
- Patient, Kind, good EQ
- Strong attention to detail
- Able to prioritise



We Value

TREATING PEOPLE WITH DIGNITY AND RESPECT:

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

FRIENDLINESS AND WELCOME:

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

EMPATHY:

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

INTEGRITY:

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

COMMITMENT TO COMMUNITY BUILDING:

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

OPENNESS TO REFLECTION, LEARNING AND GROWTH:

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

