Brent Centre for Young People
healthy minds, brighter futures.

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JOB DESCRIPTION

Post:	Human Resources & Facilities Officer
Contract:	Part time, one-year contract**,** 2.5 days per week (18.75 hours)
Salary:	£28,000-£32,000 per annum FTE (depending on experience)
Responsible to:	CEO
Accountable to:	CEO
Location:	Brent Centre for Young People, NW London

The Brent Centre for Young People

The Brent Centre for Young People (BCYP) is the leading mental health charity for young people in Northwest London, helping over 800 young people a year with a wide range of issues. We offer specialised treatment in the areas of depression, suicide prevention, self-harm, eating disorders, exam anxiety and more. Our approach is rooted in psychoanalytic psychotherapy. We aim to reach significantly more young people in the years ahead, drawing on our heritage that combines specialist treatment in-house and outreach into communities. The Brent Centre is also an important Research Centre on Adolescent Breakdown and Psychotherapy.

The Role

As HR & Facilities Officer, you will play a role in bringing structure, consistency and clarity to Brent Centre's HR, facilities and health and safety processes. You will deliver practical, people-focused support across the employee lifecycle, from recruitment, onboarding to contract changes, developing and updating organisational policies, helping to strengthen and develop how HR supports colleagues across the organisation. You will also be in charge of managing maintenance contractors.

Working closely with the CEO, you will act as the first point of contact for day-to-day HR queries, ensuring they are handled promptly, accurately and in line with Brent Centre's values. You will support colleagues and managers to use HR systems effectively, interpret and apply policies correctly, and follow clear, consistent processes. You will maintain accurate information across our HR systems (Bright HR and SharePoint HR Intranet) and ensure HR data is complete, compliant and up to date.

Key Responsibilities:

Human Resources

1. Responsible for uploading job adverts to various recruitment websites and liaising with the Communications Officer with regards to social media promotion.
2. Managing the recruitment process; responding to applications, dealing with queries, sharing shortlisting packs with recruitment panel, arranging interviews, and preparing onboarding documents for new members of staff.
3. Diarise key dates; probation reviews, appraisals, leavers processes.
4. Implement Human Resources management systems, policies and procedures; writing policies and procedures, and checking compliance.
5. Provide employee support and guidance of HR related issues, dealing with internal and external complaints.
6. Coordinate and manage organisational training for staff.
7. To maintain up to date employee record including annual leave and absence management, training, contract, probation, disciplinary and other relevant matters, using agreed system/software (currently BrightHR) by the centre.
8. Co-ordinate volunteer recruitment and set up relevant paperwork.
9. To ensure adequate insurances are in place, taking a lead role within their review and administration, where appropriate providing advice and information.
10. To maintain and circulate Employee's Handbook containing all policies and relevant information about the Centre (appropriate support might be provided).

Facilities

1. To manage the Centre's facilities ensuring that all electrical, gas and other equipment is in good working order.
2. To manage general maintenance and keep good order of the building, its rooms and physical contents, and in matters relating to the management of the premises and repair/refurbishments.
3. To manage contracts with external contractors and supervise the work of these service providers to maintain the building's cleanliness at required standards.
4. To manage and maintain the building, grounds and garden, and related facilities in good order and get appropriate contractors, quotations, approvals and implementation for any repairs, replacements or new work as required. Overseeing any building improvements and on-going building maintenance.
5. To maintain building, grounds and facilities, which is legally compliant with health and safety, and checks and tests are regularly carried out by the qualified suppliers. E.g. maintain fire, panic and security alarm systems and liaise with the appropriate contractors and have contracts in place.
6. Coordinate any new capital work in conjunction with Finance and Fundraising teams.
7. Coordinate with the Clinical Administration team to ensure there are adequate/required office, kitchen and hygiene supplies to include placing orders, dealing with any queries as well as examining and approving received

goods. Make sure good quality and reasonable prices are achieved with suppliers.

8. Monitoring and maintaining all Centre Insurance policies related to the Centre.
9. Monitoring and maintaining all Centre suppliers and contracts (utilities, supplies, telephone, Internet, etc).
10. To carry out own administrative functions.
11. To liaise and collaborate with Brent Centre staff as appropriate to achieve purpose.
12. To provide such additional support as the CEO deems necessary.

General

1. To attend and participate in relevant meetings and give reports/presentations when required.
2. To comply with, promote and contribute to the development of Brent Centre for Young People's mission, strategic development, service planning/ developments, policies and procedures.
3. To attend appropriate internal and external training courses, supervision and staff away days.
4. This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification

Essential

- Minimum two years' experience in similar or relevant job to this post
- Educated to graduate level or equivalent
- Relevant training for the post
- Experience of human resources and general administration
- High level of reliability, diplomacy, discretion and accuracy
- Pleasant and courteous manner
- Good organisational skills and ability to effectively prioritise workload, working to tight deadlines
- Ability to achieve targets
- Good written and verbal communication skills
- Good interpersonal and networking skills
- Ability to work within a team
- Good presentation skills
- Self-starter and able to work independently
- Able to work flexibly in accordance with the needs of the Centre, this may include occasional evenings
- High level of proficiency in the use of MS Office Suite and good working knowledge of IT.

To Apply:
Please send your expression of interest in a cover letter with a current CV to BCYP's HR department to the attention of Jameel Ukaye, Administration and Finance Manager, at Jameel.Ukaye@brentcentre.org.uk

Applications close once post is filled