

HUMAN RESOURCES OFFICER JOB DESCRIPTION

Post:	Human Resources 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:	Administration and Finance Manager
Accountable to:	CEO and Administration and Finance Manager
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 Officer, you will play a role in bringing structure, consistency and clarity to Brent Centre's HR 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.

Working closely with the Administration and Finance Manager, 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. Support Head of Finance resources to implement Human Resources management systems, policies and procedures.
2. Writing policies and procedures, and checking compliance.
3. Provide employee support and guidance of HR related issues, dealing with internal and external complaints.
4. Support the recruitment process as and when required, and set up employment contract and related documents. Managing induction and exit for new starters and leavers as required.
5. Coordinate and manage organisational training for staff.
6. 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.
7. Co-ordinate volunteer recruitment and set up relevant paperwork.
8. To ensure adequate insurances are in place, taking a lead role within their review and administration, where appropriate providing advice and information.
9. To circulate a Employee's Handbook containing all policies and relevant information about the Centre (appropriate support might be provided).
10. Liaise with payroll provider and maintain adequate records of employees, particularly on financial matters, make payments for salaries, tax, NIC and pensions, in regards to payroll requirements as per internal and legal framework, including liaising with HMRC tax office as required.

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 and Chief Executive Officer.

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