

## HR ADMINISTRATOR

Salary	£30,875 - £31,688
Location	United Kingdom with hybrid working options
Team	People & Culture
Line Manager	HR Advisor
Line Reports	None
Hours	35 hours per week
Contract	12 months FTC
Grade	4B
Safeguarding	Basic

## WHAT IS START NETWORK?

Start Network is a global membership of over 80 organisations, working across six continents, to tackle what we see as the biggest systemic problems in the global humanitarian system. Start Network is an independent charity. We also work with Save the Children UK, which acts a grant custodian for Start Network.

Start Network’s vision is for a locally led humanitarian system that is accountable to people affected by and at risk of crises. We aim to achieve this vision by making system-level shifts in how humanitarian assistance is approached and delivered.

## OUR SOLUTIONS

**DECENTRALISING & LOCALLY-LED ACTION:** Shifting power and resources and decentralising decision-making to locally led networks and organisations.

**EARLY & RAPID FINANCING:** Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.

**COMMUNITY-LED INNOVATION:** Incentivising innovative, locally led, and contextual solutions and learning from them together with people affected by crises.

For more information about Start Network and what we do, please visit our [website](#).

## OUR VALUES

**WE PUT PEOPLE FIRST:** Communities come first in our decision-making and programming.

**WE ARE BRAVE:** We have great ambition and are willing to explore new things and take risks to achieve it

**WE OPERATE COLLECTIVELY:** We leverage the value of working as a network, sharing risk and resources, and learning together.

**WE ARE INCLUSIVE:** We see the value in diverse perspectives and work to remove the barriers that prevent voices from being heard.

**WE ARE OPEN:** We work transparently and with integrity, building mutual trust in all levels of our work, from governance to programming.

**WE ARE ETHICAL:** We behave and operate based on key principles of anti-racism, non-discrimination, and anti-colonialism. This is a work in progress.

## JOB PURPOSE

As a member of the People & Culture (P&C) team and working closely with the HR Advisor, the HR Administrator provides high quality HR administration and system support, delivering accurate, timely and responsive HR processes and records for all staff and managers. The role supports staff and managers on HR-related queries, escalating non-routine issues to HR advisor. The role will lead on recruitment and onboarding processes, as well as ensuring accurate HR record keeping of our new HRIS and systems and data reporting in line with organisational policies and best practices

## KEY ACCOUNTABILITIES

- Work collaboratively to administer the recruitment process ensuring that job posting, interview scheduling, and system data uploads are completed accurately. Escalate non-standard issues to the HR Advisor.
- Liaise with external stakeholders e.g., agencies, candidates and suppliers
- Work closely with the HR Advisor in drafting formal HR documents (offer letters, statement of terms and conditions, amendments, resignation acknowledgements, maternity and sick leave letters, probation passes and extensions).
- Act as a first point of contact for routine HRIS and policies and procedures queries.
- Administer the onboarding and offboarding process for employees including carrying out referencing and necessary background checks in line with recent government guidance.
- Coordinate the induction for new starters, working closely with various parties to ensure a smooth-running process and ensuring new starters have the best possible welcome to Start Network.
- Support on the updating of policies & procedures, including the induction handbook for new starters.
- Maintain a bank of user-friendly HR templates accessible to managers and staff.
- Support the implementation and roll-out of our HRIS system, and recruitment system ensuring accurate data and tracking training completion.
- Be responsible for maintaining accurate HR records in our HRIS system, and other HR systems, regularly conducting audit checks to ensure the information remains up to date
- Support the HR Adviser with monthly payroll administration from our HRIS system to our payroll provider and Finance team.
- Record and process invoices and purchase orders for external suppliers, working closely with the Finance Team.
- Provide regularly admin and data reports from P&C systems and processes for the Senior Management Team regarding P&C (e.g., diversity reporting, recruitment data) to help decision- making.
- Act as point of contact for Kaya, our online training portal, including being responsible for content curation and maintenance, and ensuring that new joiners and existing staff members have been trained on relevant policies.
- Provide administrative and event coordination support for P&C led training or wellbeing sessions
- Support the P&C team on specific HR projects and initiatives as required (e.g. recruitment and induction review),

## P&C coordination and team support

- Work proactively to manage the People & Culture inbox on a regular basis, ensuring queries have been dealt with in a timely manner. Escalating complex queries to HR Advisor.
- Cover for other team member absences as required on general P&C administration (e.g. event/training coordination, newsletter, wellbeing initiatives), ensuring that there is always a first line support response to staff, in line with service agreements.
- Act as a second checker for documents, as required
- Keep up to date with the work of the P&C team, and wider organisation– enabling team collaboration and reducing silo working to support administrative tasks efficiently.
- Provide surge administrative support as instructed.
- Other duties as are reasonably required within the scope of role.

## START NETWORK CULTURE

- To carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children
- A commitment to the Start Network vision, principles, values, and approach
- The Start Network team is an agile group of individuals who use their experience and skills across the network, so flexibility to work in and with different teams and functions is a part of our culture.

## PERSON PROFILE

### SKILLS AND EXPERIENCE

#### ESSENTIAL

- Experience of working in a generalist HR administrative/coordination/officer role
- Experience of delivering recruitment administration.
- Excellent communication skills
- Experience of working with HRIS
- Excellent organisational and attention to detail skills
- Able to work under pressure and in a fast-paced setting.
- Confidence in using your own initiative
- Strong IT skills (Microsoft Excel, PowerPoint, Word, and Video Conferencing Tools)
- Great team player with flexibility to adapt to changing demands.

#### DESIRABLE

- Working towards or willing to work towards CIPD Level 3 Qualification, or equivalent
- Experience working in the humanitarian sector.
- Experience working in a small medium start-up organisation
- Experience of working with online recruiting tools e.g. IRIS Cascade
- Experience of working with globally based staff