

## JOB ADVERT:

# People & Culture Assistant

<b>Location:</b>	Remote (UK based)
<b>Salary:</b>	£23,00 per year
<b>Length of contract:</b>	Permanent
<b>Hours per week:</b>	37

## Who are Women's Aid?

Women's Aid is the national charity working to end domestic abuse against women and children. We are a federation of over 170 organisations which provide just under 300 local lifesaving services to women and children across England. For almost 50 years we have campaigned on behalf of our members and survivors to shape policy and practice, and to raise awareness of domestic abuse.

## Purpose of the People & Culture Assistant role:

To work as part of the People and Culture team to provide a professional, high quality, timely, customer focused HR recruitment/contractual administration/transactional service to key internal stakeholders, job applicants and support closely on people and culture activities especially the Learning and Development workstream.

## Key duties and responsibilities of the People & Culture Assistant:

To provide high quality HR administrative support across the full spectrum of the employee lifecycle, including:

- Conducting pre-employment checks for new starters (references, DBS, Right to Work in UK)
- Recruitment administration (writing and posting adverts, shortlisting, arranging interviews)
- Absence management
- Preparation and issue of contractual documentation (including contract variations)
- Payroll updates
- Maternity/Paternity administration
- Administration of performance management and improvement systems (probation, Appraisals, PIP forms)
- Termination of employment (all categories, including writing leaver documentation and conducting Exit Interviews)
- Upkeep of electronically stored personal records
- Conducting regular HR Audit checks to ensure integrity of data is maintained
- Supporting the P+C Manager on all other aspects of HR administration

## What we are looking for in our People & Culture Assistant:

- Experience of working in a complex administrative role within HR

- Experience of using HR/Payroll/recruitment ATS online systems
- Good numeracy and literacy skills
- Awareness of employment legislation
- Ability to effectively organise and work to tight deadlines with excellent attention to detail
- Ability to work independently and a willingness to contribute to team efficiency through sharing information and supporting others
- Experience of providing informal training/coaching to colleagues in relation to administrative tasks
- Proficient in the use of software packages and Microsoft office software

### **Benefits of joining us as our People & Culture Assistant include:**

- **Generous Annual Leave:** 25 days + 2 Company Holidays + 8 UK Bank Holidays, with an extra 1 day per year after 1 year of service, up to a maximum of 5 additional days.
- **Valuable Pension Benefits:** a generous 7% employer contribution.
- **Flexible Working:** remote working, a generous TOIL scheme, and family-friendly policies
- **Wellness and Support:** including a cycle to work scheme, free optician check-ups, annual flu vaccines, access to a 24-hour employee assistance counselling helpline, a 'Headspace' app for mindfulness, and 'Reflective Practice' sessions.
- **Making a genuine difference,** in a rewarding role where your work will directly result in helping Women's Aid to be able to provide lifesaving services for women and children across England.

### **How to apply?**

- **Please submit your CV and a Cover Letter.** Your Cover Letter should be no more than 2 pages long and should include a summary of your reasons for applying for the position. You should also include details of how your skills, behaviours and experience meet those necessary for the role, as listed in the Job Description and Person Specification.
- **Please ensure that you also complete the EDI form and send all completed paperwork to [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk).** (Please clearly mark your name and the role title in the subject line of your email).

### **NB:**

- **Women only need apply under schedule 9 (Part 1) of the Equality Act 2010**
- If you have been shortlisted for interview, you will be informed by email. Regrettably, we are normally unable to acknowledge unsuccessful applicants.
- We reserve the right to close a recruitment campaign earlier than the advertised closing date if a high volume of responses are received.
- All posts, including remote posts, must be based in the UK.
- **Women's Aid is committed to quality, equality, and valuing diversity.** Applications are particularly welcome from Black and minoritised women.
- **We are a Disability Confident employer.** We guarantee to interview all disabled applicants who meet the minimum criteria for vacancies. For an informal chat about your needs or to receive the application pack in another format, please email [recruitment@womensaid.org.uk](mailto:recruitment@womensaid.org.uk).

- **Please read our Single Sex Statement here:** [Women's Aid: Single sex services statement - Women's Aid \(womensaid.org.uk\)](https://www.womensaid.org.uk/womensaid/single-sex-services-statement)