



**Could you be our  
HR Administrator?**



# Who We Are

## Do you believe in a world where we all belong?

### OUR COMMUNITY

At L'Arche we build Communities together with people with learning disabilities rather than doing it for them, and we are committed to mutually transforming relationships in a world where all belong.

L'Arche London is a diverse and inclusive Christian community of 100 people with and without learning disabilities, sharing ordinary life and building extraordinary relationships.

Excellence in care and a commitment to living in community is what makes us unique. We are a high quality care and support provider, regulated by the Care Quality Commission in England.

Are you inspired to bring your skills, experience and values to support our vision of a more humane society?

### DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are 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 new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

**Nicky Martin**  
**[recruitment.london@larche.org.uk](mailto:recruitment.london@larche.org.uk)**  
**or call 07703 729840**



### WANT TO GET TO KNOW US BETTER?

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

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



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

[www.larche.org.uk/why-work-for-larche](http://www.larche.org.uk/why-work-for-larche)



# Role Description

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<b>Job title:</b>	HR Administrator
<b>Hours:</b>	21 hours per week. Working pattern to be agreed, but with some flexibility to ensure the needs of the Community are met. Occasional evening and weekend work.
<b>Salary:</b>	£24,784.5 (pro rata for 21 hours per week £13,879) inc London weighting
<b>Location:</b>	L'Arche London office in West Norwood, London, SE27
<b>Reports to:</b>	HR Coordinator
<b>Contract type:</b>	Permanent, Part-time

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## ABOUT THIS ROLE

You will support the HR Coordinator to successfully undertake all of L'Arche London's HR responsibilities along with other office administration duties as required.

## Key relationships:

- L'Arche London HR Coordinator
- L'Arche London HR team
- Community Leader, and L'Arche London Community Coordinating Team
- L'Arche London Support Assistants



# Key Responsibilities

## RECRUITMENT, RETENTION, AND BELONGING

In cooperation with and with guidance from the HR Coordinator, you will:

- Attend to all aspects of recruitment, onboarding and communication with applicants, candidates, and newly appointed colleagues.
- Liaise with HR colleagues to support overseas applicants with visas.
- Provide generalist HR advice and support for first line queries from managers, team members and external stakeholders including members of the public, in a timely and efficient manner.
- To escalate queries as appropriate.
- Prepare contracts and make contractual changes.
- Draft and maintain a series of templates and letters that adhere to current HR best practice and L'Arche's policies and procedures.
- Coordinate the HR induction process for new team members. This includes meeting all new team members to talk them through guidance surrounding HR Policies and signposting to ensure that they are well equipped to begin their role, as well as ensuring office and IT requirements are in place in advance of their start date.
- Support payroll submission and liaise with the payroll department with regard to all issues and queries related to pay and benefits for all team members.
- Maintain the HR database (YouManage) and assistants files (both current and former assistants) and applicant information, ensuring that confidentiality and data protection requirements are met at all times.
- Assist in disciplinary and grievance meetings as note taker and witness as required.
- Collect, record and monitor HR information, including but not limited to absences, starters and leavers, vacancies, probationary and annual reviews, and to produce HR reports for same as required.
- Support with the HR element of Care Quality Commission Annual Returns and with inspections.
- Ensure all archiving is maintained up to date and consistent with policies and procedures.
- Take minutes of HR meetings as required.

## ADMINISTRATION AND I.T.

- Check and verify Ekco IT user lists to ensure correct charging.
- To take minutes of meetings as required.
- To collate data and create reports as required.

## FINANCE

- To assist with payroll for assistants including contributing to the salary advance payment process.
- To ensure that appropriate systems for handling and recording of cash, cards, cheques, e-banking and petty cash are maintained in line with appropriate policies and procedures.

## GENERAL DUTIES:

- To support the management team with administration requests as required and work as part of the office team to ensure efficient and timely processing of tasks.
- Help to create engaging social media content across all of L'Arche London's channels.
- Ensure the L'Arche London office is a well-run and welcoming place on a day-to-day basis.
- Coordinate the printing and distribution of fliers and other publicity materials for events and local advertising.
- Attend meetings as required including support and supervision meetings.
- Attend training as requested in line with organisational requirements.
- Participate in community events.
- Contribute to the cleanliness and safe operation of the building.
- Other duties and projects that may be required.



# Person Specification

## ESSENTIAL CRITERIA

- At least 2 years of relevant experience in an administrative role or a related, relevant area.
- Demonstrable interest and enthusiasm for the purpose of L'Arche and empathy with values and current strategy.
- Can demonstrate an understanding of GDPR.

## DESIRABLE CRITERIA

- Experience of working in HR, including recruitment, record keeping, supporting team leaders to implement policies, and responding to queries from assistants and volunteers.
- Knowledge of legal requirements and good practice in employment issues.
- Experience of working within a charity or voluntary sector organisation and/or supporting people with learning disabilities.

## PERSONAL QUALITIES

- Trustworthy with the ability to deal with personal data, money and access to IT systems.
- Approachable and encouraging of others with the ability to secure the trust of team members, colleagues and potential applicants.
- Confident in your own abilities to handle confidential information.
- Ensure good self-care in order that you have the energy and resources to fulfil the role.

## TRAINING AND SUPPORT

- Access to L'Arche's training and formation programme.
- Free Employee Assistance Programme.

## SKILLS, ABILITIES, AND VALUES

- Numeracy and attention to detail and the ability to contribute to payroll information.
- Confident with IT - Microsoft Office, social media platforms and tools, e.g. Facebook, LinkedIn and YouTube.
- Ability to work within and maintain agreed systems to ensure that we meet legal requirements and good practice requirements in employment.
- Good communication skills, both written and verbal, and the ability to build working relationships with Service Co-ordinators, the national finance office, and others within L'Arche.
- Able to communicate and work well in a small, busy team.
- Ability to work on own initiative. Skilled in organising a diverse workload, keeping multiple projects on track and delivered on time.
- Able to demonstrate tact, diplomacy and the ability to deal appropriately with confidential information.
- Able to demonstrate an understanding of access for those with disabilities and of equal opportunities.
- Excellent time management skills and the ability to manage competing demands.



# Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

## OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

## OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our "**Easy Watch**" version, and read our **Charter and Identity and Mission statements**, use the links below.

**Charter**

[bit.ly/larche\\_charter\\_EN](https://bit.ly/larche_charter_EN)



**Mission and Identity**

[bit.ly/mission\\_and\\_identity](https://bit.ly/mission_and_identity)



**Easy Watch**

[bit.ly/vision\\_and\\_values](https://bit.ly/vision_and_values)



# Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about.
- Achieve professional qualifications while benefiting from exceptional training and development opportunities.
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work.
- Free DBS / PVG checks
- Free SSSC registration
- Free Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Access to the Bike to Work scheme

