



Housing Justice Job Description People and Culture Administrator

Job title:	People and Culture Administrator
Hours:	35 hours per week
Term:	Permanent
Location:	Hybrid working; Working from home and our office in Vauxhall.
Reports to:	Director of Corporate Services
Salary:	£34,453 per annum; or £38,586 per annum with London weighting if resident within the Greater London Authority area.

About Housing Justice

Housing Justice brings together communities and finds solutions to homelessness by building personal connections, a sense of belonging, and creating justice in the housing system. We train and support volunteers to offer various accommodation options while building a network of local support. This includes providing personalised assistance to help individuals access relevant local services and address their other needs. Through compassionate, courageous, and collaborative action, we implement innovative solutions to tackle housing injustice, enhance the quality of housing, and elevate the voices and experiences of groups affected by housing injustice to both local and national governments.

As an Equal Opportunity Employer, we welcome applications from all sections of the community, and we recognise that personal experience of homelessness can make a very valuable contribution to our services.

About You

We are looking for a highly organised and proactive individual who enjoys creating effective processes, maintaining accurate records, and helping colleagues navigate HR policies and procedures. Bringing experience of HR administration and people data, you will play an important role in ensuring that Housing Justice's people practices are efficient, compliant and supportive.

About the role

The purpose of this role is broader than just HR, you will coordinate and support Housing Justice's people, learning, culture and operational functions, helping to

ensure that Housing Justice is an effective, supportive and well-organised place to work. The role combines HR administration, learning and development coordination, culture and wellbeing support, office management and organisational asset coordination.

Duties and responsibilities

People Administration

- Maintain accurate and confidential employee records and HR systems.
- Coordinate recruitment processes with the relevant recruiting manager, including advertising vacancies, arranging interviews, communication with candidates and onboarding new employees.
- Coordinate onboarding and offboarding processes, ensuring records, equipment and access permissions are managed appropriately.
- Support managers and staff by providing guidance on HR policies and procedures and directing queries as appropriate.
- Collate and submit payroll information to the finance team, ensuring accuracy and compliance with agreed deadlines.

People Policies and Compliance

- Maintain and coordinate the organisation's HR policy framework.
- Schedule policy reviews and support consultation, drafting updates and implementation of revised policies.
- Maintain awareness of employment-related developments and support the organisation to keep policies and procedures up to date.
- Support compliance with organisational standards, employment legislation and internal procedures.

Learning and Development

- Lead on the administration and development of Housing Justice's online learning platform.
- Coordinate organisational training activities, including sourcing training opportunities, organising sessions and maintaining training records.
- Monitor engagement with learning and development activities and produce reports for managers and senior leaders.

People Data and Reporting

- Produce regular workforce reports and HR metrics for the Senior Leadership Team.
- Monitor and report on key people indicators including recruitment activity, turnover, absence, learning and development and other agreed measures.
- Contribute to the development of meaningful people data that supports organisational planning and decision-making.

Culture, Engagement, and Wellbeing

- Coordinate initiatives that help make Housing Justice a positive, inclusive and supportive place to work.

- Coordinate staff events and activities that support collaboration, learning and engagement, including the staff away day.
- Gather feedback from staff and support continuous improvement initiatives.

Office Management

- Act as the first point of contact for office-related issues and coordinate appropriate responses.
- Ensure the office environment remains safe, welcoming and fit for purpose, including appropriate risk assessments and ensuring health and safety standards are met.
- Manage office suppliers and service relationships as required.

IT Equipment Coordination

- Maintain accurate inventories of laptops, mobile phones and other organisational equipment.
- Coordinate equipment allocation and recovery for staff joining and leaving the organisation.
- Support staff to access appropriate IT support and ensure equipment records remain accurate and up to date.

Other duties

- Adhere to Housing Justice policies and procedures.
- Actively contribute to Housing Justice's values and culture.
- Undertake any other duties reasonably required by the Director of Corporate Services that are consistent with the nature and level of the role.



Housing Justice Person Specification People and Culture Administrator

Although we are keeping direct experience/knowledge requirements to a minimum, please use your application form to demonstrate your capabilities regarding each numbered point below. Where relevant, use your answers to illustrate how your skills and experience have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

Experience:

1. CIPD Level 3 Foundation Certificate in People Practice (desirable) or experience of coordinating HR or people administration processes in a busy environment with competing priorities.
2. Experience supporting recruitment, onboarding and offboarding processes.
3. Experience maintaining accurate records, databases and administrative systems.
4. Experience using Microsoft 365 applications and other IT systems effectively.
5. Experience of managing, reviewing or updating HR policies and procedures.
6. Experience coordinating learning and development activities, staff engagement initiatives or office administration activities.
7. Experience of working in a charity or not-for-profit organisation (desirable).

Skills and knowledge:

1. Knowledge of HR administration processes and the employee lifecycle.
2. Knowledge of UK employment practices and HR procedures.
3. Understanding of the importance of confidentiality and handling sensitive information appropriately.
4. Understanding of the role of people data and reporting in supporting organisational decision-making.
5. Excellent organisational skills and attention to detail.
6. Ability to build positive working relationships and work collaboratively with a wide range of people, including senior leaders.
7. Ability to manage multiple priorities and work independently.
8. Ability to interpret and apply policies and procedures consistently.
9. Strong written and verbal communication skills.
10. Confidence working with data and producing reports.
11. A positive, proactive and flexible approach to work.
12. Commitment to fostering an inclusive, supportive and positive workplace culture.