



Nene Park



PEOPLE OFFICER RECRUITMENT PACK

People Team	You will join our newly formed 'People Team', led by our Head of People and including our Executive Officer and Admin Officer.
Location	This role is based at our head office in Ferry Meadows – Ham Farm House, Ham Lane, Peterborough, PE2 5UU. Hybrid working opportunities depending on availability of team members.
Working Hours	This is a full-time, permanent position, working 37.5 hours a week. Hybrid working options are available provided office cover is in place.
Salary	£27,451 - £31,033 per annum, subject to experience. All of our salaries are externally benchmarked.

Hello from the CEO

Thank you for the interest you have shown in the post of People Officer at Nene Park Trust.

This is a key role that sits within our People Team who are responsible for providing a welcoming, organised and tidy head office, providing administration and human resource support and implementing learning, development, engagement and culture initiatives across the organisation.

Nene Park Trust is the registered charity which looks after Nene Park in its entirety. Established in 1988 to ensure that the Park would be managed and protected forever, the Trust looks after all maintenance, coordination of the Park's activity programme and administration of commercial properties in the Park.

Our vision is to be the region's favourite park, providing a permanent haven for heritage and wildlife and a wide choice of recreational activities for the people of Peterborough and the wider community.

Our plans are big and bold! This is an exciting time for Nene Park Trust. In 2017, we worked with partners and communities in Peterborough to develop an ambitious Nene Park Master Plan. This Plan demonstrates how we are addressing a wide range of challenges and opportunities for the Park and the communities it serves. The Plan links to our ten-year Business Strategy 'Doing More with More', which accordingly informs our five-year Business and Action Plan for the Trust. Both our Master plan and strategy are available to read on our website at www.nenepark.org.uk/strategy-and-policies.

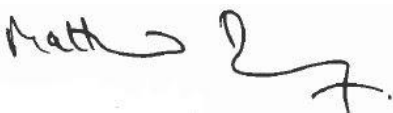
Our inclusive recruitment promise

We believe that opportunities are born from diversity. Each individual that is employed by the Trust brings their own perspective through their unique life and work experience that may go beyond the details included in our job descriptions and recruitment packs. That's why we value and welcome applications from diverse groups in terms of race, religion, gender, sexual orientation, age or disability. If this role, and the work that we deliver, excites you, and if you think you would be a great fit, then we would love to hear from you!

Our recruitment process is designed to be inclusive. As such, we have adopted a range of inclusive working practices including anonymised application scoring and ensuring we have diverse interview panels. We understand that there are many barriers when it comes to applying for jobs and if you feel there is anything preventing you from applying for this one, whether that be disability, money, internet access, childcare arrangements or anything else, please get in touch so we can support you through the application process.

In this pack you will find more information about this position and how to apply if you're interested. I wish you success with your application.

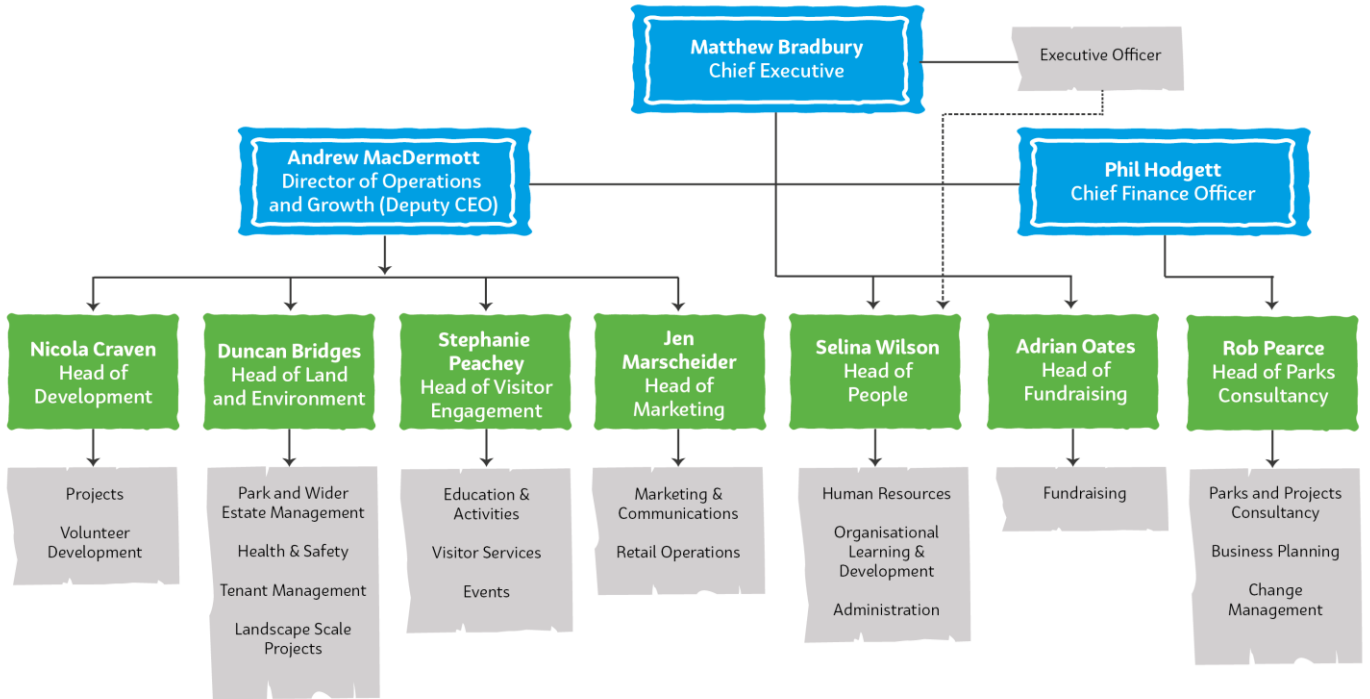
Yours faithfully,



Matthew Bradbury
Chief Executive



The Trust



The role

People Officer

You will take pride in ensuring the Trust's head office is well organised, inviting and a welcoming space for both employees and visitors.

You will work closely with the Head of People to provide support with recruitment, inductions and general human resource enquiries, demonstrating Nene Park Trust as a great place to work. You will support with creating learning, development, culture and engagement initiatives and you will have a positive, supportive and can-do attitude.

Your style and experience

Proactive, problem solving approach - You will be the first port of call for employees with office, human resource and recruitment queries. You will be able to go above and beyond to respond to questions, provide support and find solutions to challenges.

Strong communication skills – You will be able to provide effective communication to all members of staff. Your approach will be supportive, positive and friendly.

Office Management – You will have experience in creating a warm office environment that provides our office based employees with everything they need. You will have experience of designing and implementing office related procedures.

Organisational culture, learning and development – You will enjoy designing and developing various employee engagement initiatives that encourage learning and development and an excellent organisational culture.

Maintaining systems – You will have experience in creating and maintaining various administrative systems.

Job description

Job title:	People Officer
Reporting to:	Head of People
General purpose: As part of the People Team, you will support the Head of People with developing a range of culture, learning and development initiatives. You will also take pride in ensuring our employees have an organised and productive office environment that is welcoming and tidy and you will respond to various human resource, recruitment and office related queries, with a supportive, engaging and proactive persona.	
Key deliverables: <ul style="list-style-type: none">• To maintain a safe, organised and welcoming office environment, ensuring the office is well stocked and presentable.• To manage incoming and outgoing office communications, including phone calls, emails and post.• To work with the wider People Team to ensure consistent office cover and support for employees and office visitors, Monday to Friday, 9-5.• To support our hybrid and hot desk working procedures, ensuring all employees have an excellent working environment and the necessary equipment and resources to work effectively from the office and remotely.• To work alongside the Trust's HR provider to provide Human Resources administration support to the Head of People by administrating the Trust's HR processes, including processing new starters and leavers, and maintaining the Trust's online HR system.• To support with the recruitment, induction and welcoming of all new staff, displaying Nene Park Trust as an excellent place to work.• To work with the Head of People to support a positive and inclusive working culture through new engagement and communication methods and by supporting our Investors in People accreditation.• To support the Head of People with arranging and designing learning and development initiatives across the organisation.• To line manage the Admin Officer who will be responsible for ensuring office stationery and consumables are fully stocked as well as overseeing the distribution of uniform.• To support effective internal communications.• To create, manage and monitor the office budget.• To oversee the organisation of the Trust's internal employee events, including the annual staff conference.• To provide general administrative support to, and to deputise for, the Head of People as required.• To ensure compliance with office related health and safety and to take responsibility for your own health and safety and that of your team and colleagues.• To deliver other ad-hoc tasks as required.	

Job description

Personal Specification

Requirements – Experience:

- Proven experience of office management
- Experience of human resource administration, processing and inducting new starters and maintaining HR systems.
- Experience and knowledge of human resource processes.
- Experience of line management.
- Experience of implementing organisation wide initiatives for topics such as culture and learning and development.
- Experience of implementing, developing and maintaining office policies and procedures and general administrative systems.
- Experience of budget management.
- Experience of arranging internal employee events.
- Experience of delivering/ facilitating training.

Requirements – Qualifications

- General education to minimum GCSE standard (grade C or above) including Maths and English.
- Evidence of recent and ongoing professional development/training relevant to the post.

Requirements – Personal Characteristics/ Skills:

- Strong organisational skills.
- High levels of accuracy and attention to detail.
- Excellent interpersonal and communication skills effective in a variety of settings and with a wide range of people.
- A friendly, welcoming manner.
- A positive 'can do', pragmatic approach.
- Excellent organisation and time management skills.
- Ability to respond to changing priorities in a methodical manner.
- Ability to maintain confidentiality, act with tact and discretion.
- Excellent IT skills in Word, Excel, PowerPoint and Outlook.
- Excellent team player that is also able to work well on their own.

Why join us?

At Nene Park Trust, we recognise that the high level of service we deliver is dependent upon our excellent staff team and as such, we want to recognise employee's commitments to the Trust through an extensive rewards package. Here are just a few of the things we offer:

Pension Scheme - The Trust provides a generous pension scheme for those eligible. Exceeding the Government's minimum requirements, we contribute 10% of employees' gross salaries directly into their pension pots. An employee's minimum contribution level is 3%, though employees may choose to contribute more.

Employee Discounts and Free Parking - All employees are entitled to free parking at our sites as well as employee discount at our cafes, restaurants and shops.

Learning and Development - With plenty of learning and development opportunities available throughout the year, the Trust is keen to provide all employees with the skills and learning they need to successfully deliver their roles and develop their careers at the Trust.

Life Insurance - The Trust provides life insurance cover of five times annual salary in the event of death in service.

Health Care - The Trust provides access to its comprehensive health care plan with Westfield Health which includes a 24/7 doctors' advice line, cash back for a variety of services including optical and dental and numerous therapy treatments.

Health and Wellbeing - The Trust has a number of appointed Health and Wellbeing Champions, all of which are Mental Health First Aid trained, and implement and deliver a wide range of initiatives to support employee health and wellbeing throughout the year.

Additional Information

Nene Park Trust are proud to have Investors in People (IIP) Gold Level accreditation. This means that as a result of our leadership and management practices and the way in which we support, empower and encourage learning amongst our employees, we can proudly say that we are part of the top 2% of organisations that have reached IIP Gold status!

Notice Period Eight weeks by either party after satisfactory completion of the probationary period.

Holidays The Trust provides a total of 33 days' annual leave (pro-rata for part-time staff), which includes Bank Holidays.



INVESTORS IN PEOPLE
We invest in people Gold



Applications

If you are interested in applying then please submit your application using the forms provided on our website: www.nenepark.org.uk/vacancies to the contact details below. Forms must be sent by 12pm on Monday 03 June. If you require a printed copy of an application form please contact us using the details below.

The information you provide in your form will be used to support the scoring process and will determine if you are successful for interview.

Our contact details

Nene Park Trust, Ham Farm House, Ham Lane, Peterborough PE2 5UU

T 01733 234193

E admin.team@neneparktrust.org.uk

Shortlisted applicants will be contacted by Tuesday 04 June and invited for interview on Wednesday 12 June 2024. Interviews will be held at our head office: Ham Farm House, Ham Lane, Peterborough, PE2 5UU.

An offer will be made to the successful candidate shortly after the interview date. Candidates should note that any offer of employment made by Nene Park Trust will be subject to satisfactory written references. You must also be able to demonstrate that you have the right to work in the UK and that you have the qualifications listed in your application.

Nene Park Trust is committed to the safeguarding and welfare of its employees, volunteers and visitors. Our safeguarding policy is issued to all new staff as part of our induction process and has been created to ensure that all individuals coming into contact with the Trust are safe and free from harm and therefore, where appropriate, we ask our employees complete a Disclosure and Barring Service (DBS) check.

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Further Information

For an informal discussion about this role please contact our Head of People, Selina Wilson, on 01733 367571.

If you require any further information about our recruitment processes, or would like to discuss your access needs, such as wheelchair access or hearing support, please state this in your application form, or email admin.team@neneparktrust.org.uk and we will do our best to support you.