



**Herts &
Middlesex**
Wildlife Trust



HR Assistant

Recruitment Pack

Creating a **wilder** Hertfordshire and Middlesex

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1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

We are recruiting for an HR Assistant. You'll be part of the Trust's Business Support Team, working closely with the HR Manager to deliver a high quality and confidential administrative process from recruitment throughout the employee journey.

We are looking for someone who has experience of working in an HR role, strong IT skills, and is friendly and approachable whilst being able to work in an assured, diplomatic and professional manner. You must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive



Title	HR Assistant
Reports to	HR Manager
Responsible for	Volunteers
Work base	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The Trust's offices are at Grebe House, St Albans, AL3 4SN. The Trust supports flexible and hybrid working.
Hours	12 hours per week (0.32 FTE) Ideally split over 2 or 3 days
Salary	£7,386 (£23,082 FTE) (Scale point 18) plus contribution to pension auto-enrolment.
Employment term	Permanent
Job purpose	Work closely with the HR Manager to deliver a high quality and confidential administrative process from recruitment throughout the employee journey.

Main responsibilities

1. Provide administrative support with all aspects of HR, ensuring fair and reasonable processes are followed.
2. Co-ordinate the recruitment process from beginning to end, providing support and clear communication throughout, with both applicants and staff within the Trust.
3. Support the HR Manager with pre-employment checks, onboarding and offboarding, reference requests, and changes to terms and contracts.
4. Work with the HR Manager to provide learning and development opportunities to all staff and volunteers.
5. Carry out ongoing HR administration tasks such as maintaining personnel records, performance reviews, annual leave, annual checks, and note taking when required during meetings.
6. Collate EDI data and evaluate this with the HR Manager.
7. Work in compliance with employment law and best practice.
8. Support the HR Manager with project work as required & streamline processes where possible.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Date prepared: December 2024

	ESSENTIAL	DESIRABLE
Personal qualities	<ul style="list-style-type: none"> • Friendly and approachable • Assured, diplomatic and professional manner • Ability to build relationships at all levels of the organisation 	<ul style="list-style-type: none"> • Enthusiasm for wildlife and nature conservation
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Previous experience in a similar HR role • Strong IT skills, including a high standard across the MS Office Suite of applications • Excellent interpersonal skills • Excellent verbal and written communication skills • Good planning and organisational skills • Ability to prioritise and manage time and resources in a competent manner • Ability to work on own initiative • Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Working towards CIPD Level 3 or a desire to work towards this • Working knowledge of UK employment law • An interest in, and experience of, championing Equality, Diversity and Inclusion • Knowledge of the voluntary sector and / or membership organisations

Conditions

- A commitment to Equality, Diversity and Inclusion, and to the Trust's values.
- The role is based at our offices in Grebe House, St Albans, but travel to other locations across the area may be required and occasional travel to national or regional meetings and conferences may be necessary for the role.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- The role may involve occasional weekend or evening work, for example supporting member events.
- Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.
- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.
- A probationary period of 6 months applies.

How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here -

<https://www.hertswildlifetrust.org.uk/jobs/benefits>

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Jo Bayford, HR Manager, by emailing jo.bayford@hmw.t.org.

When you are ready, please send us a copy of your up-to-date CV and a supporting statement (max 2 sides of A4), outlining your interest in the role and how you meet the role's criteria to recruitment@hmw.t.org. Please also account for any gaps or discrepancies in employment history.

The application deadline is **9am on Monday 27 January 2025**. Early application is encouraged as we will be reviewing applications as they are received and may contact you to discuss your application further before the interview stage.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

Selection Process

We will be contacting shortlisted candidates by close of play **Tuesday 28th January 2025**.

Shortlisted candidates will be invited to an interview in person on **Monday 3rd February 2025**.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- A satisfactory DBS check at the appropriate level (if the role is eligible)
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history
- Relevant qualification certificates to verify information provided (if applicable)
- Proof of identity and confirmation of the Right to Work in the UK
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified

priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website hertswildlifetrust.org.uk.

To view the Wildlife Trusts national website visit wildlifetrusts.org.



**Herts &
Middlesex**
Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.”

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts