

Job Details

Job Title:	Human Resources Assistant (12 months contract)
Hours:	21 hours per week
Salary:	£25,000 (FTE)
Location:	Swindon
Reports to:	Acting Director

Job Purpose

Join a team with a bold mission – at Swindon & Gloucestershire Mind, we are dedicated to reshaping the landscape of mental health and emotional wellbeing in our community. The purpose of this post is to support the Management Team in providing generalist human resources and support to managers, staff, and volunteers within Swindon & Gloucestershire Mind. This role is also expected to support with employee relations, internal communications, including aspects of recruitment and payroll administration when required.

What You'll Do:

- **Quality Advice and Guidance:** Provide high quality professional advice and support to managers and staff for all HR related matters.
- **Effective Communication:** Work collaboratively and ensure effective and appropriate communication with and between staff, managers and the Senior Leadership Team
- **Innovation and Engagement:** Channel your passion for employee engagement and contribute and promote a positive employee relations climate

Why Join Us:

- **Impact Matters:** Join a team where your work directly transforms lives and contributes to a healthier community.
- **Personal Growth:** We offer professional development opportunities that will enrich your career and help shape the future of mental health services in Swindon.
- **Collaborative Culture:** Work alongside like-minded individuals who share your passion for making a meaningful impact.

Together, we can build a brighter, healthier future for Swindon. Your leadership can make all the difference.

Key Responsibilities

1. HR Generalist Support

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Human Resources Support

- Provide high quality professional advice and support to managers and staff for all HR related matters.
- Undertake general HR tasks as required and appropriate to the role.
- Support employment-related enquiries from staff and managers.
- Carry out administrative tasks including general HR administration as and when required.
- Work closely with core infrastructure roles, including aspects of finance and recruitment.

2. Compliance and Best Practice

- To work in compliance with employment law and best practice.
- Support and monitor HR processes including, contracts, starters and leavers, employment checks, inductions, probationary period review, performance, and development review, leave.
- Support and monitor HR policies.
- Support Managers in the management of health and safety for the organisation.

3. Development and Monitoring of Training

- To work alongside the Management Team and training department on training administration.
- Support on the development and management of our online E-learning resource ensuring mandatory courses are completed.

4. HR Systems and Data

- Monitoring the Breathe HR System, ensuring employee profiles are up to date, including personal data, annual leave entitlement and training.
- Creating profiles for new staff members on Breathe and ensuring the dashboard is up to date for all employees.
- To support the People safe (lone working) portal, ensuring new starters are added and equipped with the lone working device.
- To respond to Subject Access Requests in relation to employee SARs.
- Analyse HR data and prepare reports and recommendations for the Senior Leadership Team and Trustees.

5. Employee Relations and Representation

- Work with the Management Team and advise management and employees on all HR aspects including absence management, investigations, discipline, grievance, capability etc in accordance with S&G Mind policies and procedures.
- Support with internal HR meetings with guidance from the Senior Leadership Team
- Facilitate effective communication between staff and the Senior Leadership team, maintaining a positive climate of employee relations.

General Responsibilities

The following are applicable to all employees and posts:

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Human Resources Support

1. Guardian of Confidentiality:

Safeguard the privacy and trust of individuals by maintaining meticulous, accurate records and adhering to data protection procedures.

2. Collaborative Data Excellence:

Work harmoniously with colleagues to ensure that our internal systems run smoothly, from record-keeping to GDPR compliance, enabling us to operate seamlessly and securely.

3. Data Mastery and Reporting:

Fulfil general administrative duties, skilfully collecting, monitoring, and reporting data outcomes. Ensure our ICT systems and data recording practices align with the organisation's policies and procedures.

4. Safe and Sound:

Ensure strict compliance with legal and health and safety regulations, guaranteeing the well-being of training delegates and the people we serve, in accordance with our health and safety policy.

5. Championing Our Cause:

Establish connections with relevant statutory and third-sector organisations, extending our reach and promoting our training services. Be a vital link in building relationships and expanding our training service offering.

6. Be the Voice of Policy and Procedure:

Stay up to date with legislation, national and local policies, and ensure that your work aligns with the organisation's policies and procedures, current legislation, and quality standards.

7. Lifelong Learning and Positive Culture:

Contribute to a team that thrives on positivity, dynamism, and a can-do attitude, making our organisation a remarkable place to grow and contribute.

8. Effective Communication and Awareness:

Attend and actively participate in regular team meetings, ensuring that our collective communication is strong, and awareness of our progress and development is maintained.

9. Continuous Professional Growth:

Be proactive in your professional development. Attend and engage in staff meetings, supervision, appraisal sessions, and training opportunities as agreed upon with your line manager.

10. Collaborative Leadership:

Work closely with the Management and Senior Leadership Team (SLT) to steer our organisation toward success.

11. Advocate for Wellbeing:

Promote the 5 Ways to Wellbeing Model as an integral part of our support offer, contributing to the holistic well-being of those we serve. Manage a small case load of Wellbeing referrals and provide 121 wellbeing support.

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12. Expert Risk Assessment:

Utilise the UK Mental Health Triage Scale (UK MHTS) for thorough risk assessments, ensuring that we provide the best support and care to individuals in need.

Join our team and become an essential part of our mission, contributing to the well-being of our community while enjoying a supportive, dynamic, and growth-focused environment. Your work will make a tangible difference in the lives of those we serve.

Person Specification

Our duty to quality means we need a workforce that have the mandatory skills, knowledge and attitudes, in which we can continuously adapt to improve service delivery to meet the challenges and changes faced.

**Essential (E) or Desirable (D)*

1. Passionate HR Professional

- Previous experience of working in a HR team, providing advice on HR policies and procedures, employment law and employee relations. (E)

2. Valuable Experience:

- Relevant HR experience of working in any health, social care, or any related voluntary organisation setting. (D)
- Experience of advising/supporting Managers with HR issues. (E)
- Experience of dealing with staff and volunteers with mental health issues. (D)

3. Skills and Abilities:

- Excellent communication skills and relationship development (E).
- An understanding of a range of skills, preventions, interventions and management linked to wellbeing and person-centred support, i.e. coaching, evidence-based practice, signposting, solution focussed approaches etc. (E)
- Strong listening skills and effective verbal communication skills, being able to communicate clearly and consistently with people accessing the service, carers, colleagues and external organisations over the phone and face to face. (E)
- Well-developed written communication skills, i.e. being able to write and review letters, records and quantitative and qualitative information (E)
- Reflective and open to feedback reports. (E).
- Proficiency in collecting and presenting data (E).
- IT skills, including Microsoft Office and electronic record keeping (E).

4. Knowledge:

- Good knowledge of all relevant aspects of employment law. (E)
- Understanding of quality assurance in HR. (E)
- Good knowledge of processes involved in successful change management. (E)
- Knowledge of HR systems. (E)

5. Education/Qualifications:

- GCSE/O Levels (grades 9-4/A*-C) in Maths and English (or equivalent numeracy and literacy) (E).
- CIPD Qualification (working towards or fully qualified). (D)

6. Positive Attitudes:

- A commitment to working within a framework that recognises the diversity of people and encourages equality and opportunity for all (E).
- A commitment to the participation of people accessing our services in decision-making processes in the design and delivery of the services they access (E).
- Willingness to assist in various areas of work and undertake additional duties as needed to contribute to Swindon & Gloucestershire Mind's mission (E).

7. General:

- Ability to travel to venues across Swindon and Gloucestershire (E).
- A flexible approach to work (E)

Organisational Chart



Organisational Values

Swindon and Gloucestershire Mind have a set of values, vision and mission all of which feeds into the organisation's behavioural framework.

Our Values:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Our Vision:

Creating services where people are recognised, valued and supported.

Our Mission:

Provide advice and support to empower anyone experiencing a mental health problem.

We are seeking someone who will lead by example, demonstrating the organisation's behavioural framework:

- Trust and Respect
- Communication
- Responsibility
- Collaboration
- Excellence
- Leadership

Training and Support

1. Investing in Your Future:

We believe that your growth is our growth. Our commitment to training and development is an essential investment in your future and our organisation's success. Well-planned and expertly delivered training enhances efficiency and effectiveness, benefiting both you and the services we provide.

2. Generous Annual Leave:

Enjoy a healthy work-life balance with 25 days of annual leave, plus an additional 8 days of bank holiday entitlement (pro rata for part-time staff). Your time to rest and recharge is important to us.

3. Embracing Flexibility:

We understand that one size doesn't fit all. We offer flexible working arrangements, which may involve a mix of office-based, community outreach, remote work, and adjustable shifts as needed. Your preferences matter.

4. Personalised Support and Growth:

Benefit from personalised group and individual supervision, including regular debrief meetings with your line manager. Our flexible approach ensures you have the support you need to thrive in your role, with online or alternating venue options between Swindon and Gloucestershire.

5. Comprehensive Induction:

You'll receive a comprehensive induction tailored to your job role and working environment. This includes a specific training program that aligns with your role and service area, ensuring a smooth and informed transition into your new position.

6. Lifelong Learning and Accreditation:

We're dedicated to your professional development. You'll have access to ongoing learning opportunities, including accredited Continuous Professional Development (CPD) training and recognised mental health courses. Your skills will continue to grow throughout your career with us.

7. Secure Your Future:

Plan for a secure future with our portable pension scheme provided by Aviva. We're committed to helping you build financial stability and peace of mind.

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8. Make a Meaningful Impact:

Join us and make a real difference in your local community. Collaborate closely with our external partners to shape our organisation, contribute to our policies, strategies, and future development. Your work will directly impact those who are struggling with their mental health and well-being.

At S&G Mind, training and development are more than just words. They're a commitment to your growth, well-being, and the opportunity to contribute meaningfully to our community. Join us and be part of a team that cares about your success as much as its own.

Further Information

These duties are intended to be a guide to the post* and should not be considered exhaustive. The role is subject to review, depending on the needs of Swindon and Gloucestershire Mind. The post holder will be encouraged to participate in any such review.

**Hours may change depending on the need i.e., covering absence, annual leave and sickness and will be reviewed regularly during supervision.*

Conditions of Employment

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check and references.

To apply, please check our website: <https://www.sgmind.org.uk/vacancies/> For any enquiries or questions, please email: recruitment@sgmind.org.uk