

JOB DESCRIPTION



HR Coordinator

1. JOB DETAILS

Job Title:	HR Coordinator
Department:	Resources - HR
Location:	Head Office - Tyrwhitt House, Leatherhead
Status:	As per contract
Band:	4
Hours:	20 Hours per week
Reporting to:	Senior Head of HR

2. OVERALL PURPOSE

As a member of the HR team, this role is responsible for providing an accurate and efficient administrative service to the wider HR team within the Charity to cover all aspects of the employee life cycle.

3. KEY RESPONSIBILITIES

Administration

- To be a main point of contact for routine HR queries that come into the HR inbox.
- To ensure all personnel files are continually kept up to date for auditing purposes and GDPR
- To be responsible for the archiving and destroying of data as and when needed.
- Produce and issue reference letters.
- Responsible for adding new starters to the intranet.

New Starters

- Complete relevant pre-employment checks and joining paperwork for new starters.

DBS

- Obtain and renew DBS checks for all employees and volunteers.

Payroll Support

- Enter new starters and contract changes onto the HR system IRIS Staffology.
- Enter payroll changes onto the payroll excel spreadsheet (V3)
- Monitor monthly increments and update IRIS Staffology and the V3 form

Volunteers

- If required, obtain correct level of DBS checks.
- If required, obtain reference checks.

Recruitment

- To assist the Senior HR Coordinator with arranging interviews, when needed.
- To assist the Senior HR Coordinator with making offers of employment, when needed.
- To assist the Senior HR Coordinator with conducting inductions, when needed.

Probation Periods

- Monitor probation periods and issue letters on satisfactory completion of the probation period

Professional Registrations

- Maintain the record of professional registrations and chase for renewal data

4. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created: October 2023

Next review date: October 2024