



## JOB DESCRIPTION

<b>JOB TITLE:</b>	HR Support Role
<b>CLOSING DATE:</b>	Wednesday 20 <sup>th</sup> April (however we will be shortlisting as we go and may close the advert early)
<b>SALARY:</b>	£23,000 (Pro rata [0.5] £6,900)
<b>BASIS:</b>	6 months fixed-term
<b>SECTION:</b>	Central Services
<b>LOCATION:</b>	Community Hub, The Glades, Bromley, BR1 1DN and/or Working from home
<b>REPORTING TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	Improving the recruitment process, onboarding volunteers and developing the induction process.
<b>HOURS:</b>	18.5 hours per week

## ABOUT THE CHARITY

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

## JOB SUMMARY

The HR Support will be part of a friendly and collaborative team running Greener and Cleaner. They will be responsible for improving the recruitment process of the charity from placing new job adverts out to onboarding the new starters. They will be responsible for onboarding new volunteers of the charity and will be the main point of contact for day to day queries. They will also

have the ability to identify and improve the induction process for new members of the Greener and Cleaner Community so that it can be a smooth process for all involved and volunteers and staff have development opportunities.

It is also expected that the HR Support will have excellent customer service skills and is willing to effectively welcome new members of the team creating a happy and relaxed atmosphere.

We are looking for a reliable and organised individual who is happy to work autonomously and is invested in the success of our Charity. In addition to HR work, we may ask the individual to take on other administrative support tasks when workload allows.

## **MAIN DUTIES**

- Manage and oversee the volunteer recruitment process from onboarding onto our systems to ensuring their DBS and mandatory training has been completed.
- Assist with rota management of the volunteers using applications such as Rota Central and ensure the Hub is fully staffed at all times.
- Liaising with and managing the booking of Greener and Cleaner contractors to deliver funded projects.
- Write high quality and attractive job descriptions for all new positions at Greener and Cleaner.
- Be responsible for posting these job adverts on to multiple websites to reach and attract a wide range of job seekers wishing to enter the charity sector.
- General administration tasks such as inbox monitoring, managing staff diaries, taking meeting minutes and coordinating meeting rooms.
- Support and comply with G&C's guidance on branding, tone of voice and key messages, positively contributing towards raising G&C's profile
- Ensure compliance with health and safety requirements (including Covid-19 safety measures).
- Communicate on a regular basis with colleagues submitting the required information, providing verbal / written reports to their line manager and others as required and ensuring any targets are monitored and met.

### Personal Development and Training:

- To be a positive influence within the volunteer and staff team taking personal responsibility for ensuring good morale and positive work relations.
- To develop meaningful training plans for volunteers, staff and contractors to ensure ongoing development.

### Other Responsibilities:

- To provide assistance to other teams, and areas of work, in response to changes in workload and operational requirements.
- To ensure adherence with all corporate Policies and Procedures in place, in particular Health and Safety Policy and Equal Opportunities and Diversity Policy, that may change from time to time.
- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation's activities, particularly early in the role as the Hub opens for the first time.

### Person specification: Finance, Payroll and Administration Officer

Specification	Essential	Desirable
<b>Qualifications</b>		
• Previous experience of recruitment		<b>X</b>

<b>Skills</b>		
• Attention to detail when working with sensitive information.	<b>X</b>	
• Effective communication, written and social skills	<b>X</b>	
• Effective time management, ability to work under pressure and meet deadlines	<b>X</b>	
• Work on own initiative and as part of a team	<b>X</b>	
• Flexibility – able to adapt to changing circumstances	<b>X</b>	
• Knowledge of best HR practices		<b>X</b>
• Knowledge of DBS process		<b>X</b>

<b>Charity Knowledge</b>		
● Understanding and interest in local and global environmental issues	<b>X</b>	
● Understanding of issues facing unemployed people seeking volunteering roles		<b>X</b>
● Awareness of issues facing communities in the Bromley area		<b>X</b>

**Please note: Appointment to this post is subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy**

Due to the nature of the work, this is not suitable for job share or reduced hours.

Please email your CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express your interest in the role.