



## Job Description and Person Specification

Post:	People and Wellbeing Administration Officer
Salary:	£22,183 pa
Hours:	35 hours per week
Base:	Zion Community Centre, 339 Stretford Road, Hulme, M15 4ZY.
Accountability:	People and Wellbeing Manager

### Job Description

#### Job summary

To contribute to delivering a supportive and pro-active people and wellbeing function which aligns with our beliefs and values. This will entail ensuring that our personnel data base is kept up to date that staff have timely notice of holiday and sickness entitlement and that policies and procedures are kept up to date. The role will also be important in supporting staff who are involved in recruitment and dealing with HR issues.

#### Duties relating to the post

- Keeping our personnel database up to date.
- Ensure all existing and new staff are provided with contracts and that contracts are saved and kept updated.
- To support finance with the monthly payroll in ensuring that all employment details are up to date.
- Ensure all pre-employment checks are made such as references and DBS checks.
- Meet with all new members of staff and provide a welcome to them – contributing to and keeping track of inductions, giving staff details of key employment policies, procedures and mandatory training.
- Provide information to new staff on how to use the personnel database.
- To support the HR manager in delivery of wellbeing strategy.
- To support the HR manager in delivery of staff surveys.
- To support the HR manager in ensuring regular communications are in place to staff and volunteers.
- To contribute to the development of a beliefs and values led HR service to staff and volunteers.
- To provide telephone support to people contacting Manchester Mind on a regular basis.
- To work with managers involved in the recruitment of new staff, carrying out all pre- and post-administration duties.
- To take part in interviews for new staff when required.
- To work with managers to provide information on policies and procedures to minimise the risk of issues arising.

#### General Responsibilities

- Maintaining a professional and confidential approach to work at all times.
- Actively participating in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with your manager.

- Contributing to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
- Ensuring data is managed in compliance with General Data Protection Regulations.
- Creating positive relationships and treating all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, and adhering to equal opportunities and diversity statements and policies.
- Working outside normal office hours if required to do so to meet the needs of the service.
- Carrying out other duties as requested by the Chief Executive or Board of Trustees.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

## Person Specification

All are essential unless otherwise stated.

### Knowledge and Experience

- Experience of working in a collaborative way, which includes sharing resources, skills and talents.
- At least two years' experience working in an administrative role (preferably in human resources or related field).
- Experience of working in a supportive and open way with colleagues and/or volunteers, which is appreciative of the skills and talents and perspectives of everyone.
- Experience of working with databases.

### Skills and Personal Qualities

- Ability to communicate in a clear and meaningful way in order to support collaboration and enable people to build on their skills and talents.
- Appreciation of, and commitment to, working within the framework of Manchester Mind's values and beliefs.
- Well-organised with the ability to manage own workload.
- A commitment to learning and building skills and knowledge in order to contribute to excellent service development.

