

Vision:

To play our part in reducing inequalities that exist within society.

Job Description

Job Title: Human Resources (HR) Administrator

Location: Chelmsford & Working from Home

Responsible to: HR Manager

Accountable to: Operations Director

Contract	Permanent
Part-time	7.5 hours per week which include: Wednesday and or Thursday
Location	Chelmsford office as a base Working from home considered
Salary Range	£22k - £27k FTE
Annual Leave	Pro rata 33 days annual leave (Full time equivalent including bank holidays)
Company Package	Laptop, phone and office space

Sport for Confidence CIC is a pioneering and award-winning Social Enterprise which has the strategic aim of addressing inequalities in sport and physical activity participation. We want to tackle inequalities that marginalised groups encounter when seeking to be physically active, through creating inclusive community spaces and opportunities to be active, which promote empowerment, choice and independence.

Leisure Centres are community assets that should be accessible to everyone, as a focal point of community-based engagement. In its simplest form, the existing Sport for Confidence model is concerned with placing Occupational Therapists directly into leisure centre environments, with the overall aim of improving the experiences and opportunities for people facing barriers to participating in sport and physical activity. Making these reasonable adjustments helps to create inclusive sporting opportunities to people who face barriers to participation, including those with learning disabilities, mental health issues, people living with dementia, autism, physical impairment or disability, homelessness, and many other complex health needs.

Occupational Therapists at Sport for Confidence use physical activity and the wider leisure centre environment as a therapeutic tool to support individuals to work on identified performance skills.

Interventions are varied and creative with a focus on occupational outcomes which are transferrable to the individual's daily routine and home life.

Sport for Confidence has grown from 1 individual using sporting activities as part of Occupational Therapy assessment to becoming a model which has seen over 19,000 interactions over a 12-month period and been adopted in many leisure centres, across 8 local authorities in Greater Essex and 2 London boroughs. Each centre has their own health professional and coach in place working together to deliver the strategic outcomes and offer a programme of activities for absolutely anyone who may be facing barriers to accessing sport and physical activity opportunities.

The HR Assistant will work closely with the HR manager overseeing all aspects of the HR department for Sport for Confidence. Supporting the HR Manager to undertake day to day operational HR tasks, as well as support with execution of strategic HR objectives.

Key Responsibilities:

- Support the HR Manager to undertake day to day operational HR tasks, as well as support with execution of strategic HR objectives
- To be a second point of contact in the HR team, and stand in for the HR Manager when absent

Onboarding

Support the HR Manager with onboarding new hires from offer to end of probationary period, with the following:

- Update onboarding tracker with new starter progress
- Send template welcome email to new starters
- Liaise with new starter for completion of onboarding paperwork
- Draft of offer letter and employment contract for review by HR Manager
- Completion of vetting procedures: personal details form, DBS checks (Disclosure Services), Self-declaration form, HMRC form
- Obtain personal references
- Input details onto Emergency Contact sheet and inform Operations Director of birthdays of new starters
- Complete new starter form for accountants
- Diarise end of probationary review: draft end of probation letter, schedule 3 month telephone HR catch up between HR Manager and new starter
- Ensure completion and filing of relevant paperwork for volunteers and students

DBS / Visas

- Monitor and renew DBS checks for current staff team every 3 years
- Complete and monitor DBS checks for new hires
- Monitor expiry date of RTW visas

Leave and Exit Management

- Draft resignation acceptance letter
- Calculate any holiday owed to leaver
- Monitor end date of fixed term contracts
- Send leavers questionnaire to leaver

Absenteeism

- Input into holiday recording system (Timetastic)
- Maintaining sickness records

Contractual changes

- To prepare all letters or contracts for any changes to employee terms and conditions

Employee Relations

- To respond to general queries from managers and employees, signposting them to the appropriate policies and procedures.
- To provide administrative support to line managers in HR processes, including note taking at investigations or formal meetings.

Communications

- Draft email communications to be shared with the team

Data

- Assist the HR Manager with collation and monitoring of HR Data
- Assist the HR Manager with the creation of a HR dashboard

Research

- Assist HR Manager with relevant research

Policies and procedures

- Keep up to date with content of policies
- Support HR Manager with updating policies as changes arise
- Annually review personal details forms with staff to ensure all information is accurate and up to date

Professional Duties

- To attend professional meetings as required.
- To attend appropriate training events as required.
- To maintain a continuing professional development portfolio.
- To engage in regular supervision.
- To comply with policies and procedures regarding annual leave, sick day and time owing.

Additional Responsibilities

- Complete all mandatory training.
- To keep updated on all matters relating to company policies and guidelines.
- Keep outlook calendar up to date.

Sport for Confidence Values

Each member of staff is responsible for adhering to the five Sport for Confidence values in daily practice whilst communicating and engaging with clients and carers.

Person Centred – adopting a person centred approach with every participant we support to promote choice and independence and by involving the voices of the participants with service development ideas.

Passionate – we are passionate about people and passionate that sport and physical activity has the power to make a difference in peoples lives.

Innovative – its in our nature to think differently and use our collective intelligence to be innovative in our models of practice.

Caring – we commit to creating a culture of kindness, a caring and respectful environment for our participants, employees and providers.

Inclusive – we strive to design and embed an inclusive blueprint throughout the whole organization which creates opportunities for all individuals to participate in physical activity and accomplish personal goals.

Person Specification

Selection Criteria	Essential	Desirable	Measurement Curriculum Vitae - CV Interview - IN Assessment - AS
Education / Qualifications		Studying for CIPD of any level, or looking to pursue CIPD qualification Good general education with minimum GCSE C or equivalent in English and Maths	CV / IN
Knowledge	Knowledge of HR policies and practices Sound previous generalist experience of HR administration	Knowledge of HR legislation and current trends	CV/IN
Skills/ Experience	Human resources: 2 years minimum Administration: 2 years minimum Operational: 2 years minimum Intermediate/Advanced MS office skills (Excel, Word and Powerpoint) Good written English Strong interpersonal and communication skills	Highly numerate and analytical	CV/IN
Personal Qualities	Ability to work autonomously with working week	Understanding the positive impact sport and physical activity	CV/IN

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	<p>Being readily available for the HR Manager and the Senior Leadership team</p> <p>Highly organised with the ability to prioritise and excellent attention to detail</p> <p>Ability to cope with ambiguity and change</p> <p>Able to work appropriately with confidential and sensitive information</p> <p>Ability to solve conflict</p> <p>Uphold Sport for Confidence's 5 key values</p> <p>Takes responsibility for own developmental needs.</p> <p>Able to take initiative and work pro-actively face to face or virtually.</p> <p>Ability to be empathetic and a good listener.</p> <p>Ability to work accurately, with attention to detail.</p>	has on a persons health and well-being	
Additional Requirements	<p>Keyboard and computer literacy skills – including Zoom/Teams, Outlook, Word, Excel, PowerPoint.</p> <p>Flexible working</p>	Car driver	CV/IN

If you are interested in the role, please do get in touch through our info@sportforconfidence.com email with a CV and covering letter attached, as soon as possible.

If you would like to discuss the job over the telephone, please contact:

Natasha Di Carlo, HR Manager - 07523915216