

JOB DESCRIPTION

Job Title:	HR Assistant
Responsible to:	Information Coordinator
Salary:	£16,835 per annum pro rata (actual £10,101)
Hours:	21 hours per week
Location:	2 Princes Street, Truro, TR1 2ES
Contract:	Initially fixed term for 12 months

CRCC's Mission

'To enable Cornwall's communities to be vibrant, sustainable and inclusive'

Job Purpose

As one of Cornwall's longest-serving and best loved charities, CRCC runs a number of successful strands with roles in community development, carer support, mental health and wellbeing, training and environmental awareness and improvement. We have staff on many different types and lengths of contract and a regular, busy recruitment programme. We need an organised, enthusiastic and energetic assistant to provide all round support in Human Resources, as directed by both the HR and Information Coordinators.

Main duties and responsibilities

Human Resources

- Updating and publishing Staff Handbook and policies / procedures as directed, ensuring accuracy and timeliness..
- Completing and storing staff documentation such as checklists, files and associated paperwork when staff commence, leave or change employment.
- Assisting with HR related correspondence.
- Ensuring that relevant pre-employment checks, such as ID, DBS, references are undertaken for all staff as directed.
- Maintaining HR and training records / databases ensuring that information provided is accurate and updated, occasionally producing reports if requested.
- Updating annual leave spreadsheets and inputting amendments as required.
- Confidential filing of HR records, eg correspondence, training certificates, ensuring accuracy and timeliness.
- Ensuring organisation charts, phone lists etc are up to date and accurate.
- Managing calendar / bring forward system for employment contract review / end dates and other HR triggers, such as probationary review, appraisal

Recruitment

- Assisting with an effective recruitment process following set procedures.
- Responding promptly to all prospective job enquiries.

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary

SIGNED:

DATE: