

Part-time Human Resources and Payroll Administration

12 hours per week (3 days of 4 hours per day), approximately £7,200/annum

Job Description

Working with the HR Consultant to review and create relevant systems, policies and procedures for the Club, including:-

- Recruitment
- Safe Guarding
- Equality Reporting
- Contracts of Employment
- Absence Management
- Training

Respond to queries and requests from staff and managers in a timely fashion, ensuring that the information gets passed to the relevant person and taking responsibility for any necessary action or communication.

Maintaining and regularly updating the HR Database and all manual and digital employee records. Checking and inputting data, creating letters and contracts, scanning and filing documents, keeping all records secure.

Ensure that all HR administration is up to date and carry out day to day tasks such as making sure absence forms are completed, recruitment packs are issued and inducting new starters.

Provide support to the Finance and Payroll Department. Ensure that all the correct information is supplied at the appropriate time for payroll. Develop skills to operate the payroll software and start to input the information and carry out the associated tasks.

Keep all other records and information up to date including training, safeguarding and equality. Ensure that all required systems are maintained in an efficient manner.

Carry out monitoring and analysis of data such as absence records, turnover and gender pay. Design and produce reports for the HR Consultant to review.

Act as a contact for external suppliers such as recruitment agencies and training providers. Ensure they have the correct agreements in place and follow the required procedures.

Be the main point of contact for the HR Consultant and provide support in all aspects of HR, such as notetaking and investigations for disciplinary and grievance cases, back to work interviews for absence issues and assisting managers with their line management responsibilities.

Keep up to date with latest legislation and continually review systems and procedures to ensure they are efficient and relevant.

Person Specification

HR relevant experience:-

- Minimum of 2 years HR work experience.
- Working towards an HR (or business/finance) qualification.
- Good communication skills both in person and by email, to ensure difficult situations are handled appropriately
- Able to sensitively deal with issues and confidential information.

Excellent administration skills including:-

- Organisational skills with high levels of accuracy and efficiency
- Database experience, ideally with Sage
- Expert Microsoft Office skills including mail merge, excel tables and advanced formulas
- Fast and accurate typing with good literacy skills so that correspondence, notes, policies and procedures can be independently created
- Good numeracy skills to be able to generate statistical data
- Attention to detail to ensure all work is right first time
- Knowledge of general office practices and procedures
- Experience of prioritising workload and meeting deadlines.

How to apply

If you are looking for an exciting new challenge and feel you have the skills to become a valued member of Bristol Rovers, please send your CV, salary expectations and a covering letter outlining why you think you would be suited for the role to helenjefferies@bristolrovers.co.uk

Bristol Rovers values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

BRFC are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Closing date: Friday, 1st December 2017