

Job Description

Job Title:	PA & HR Administrator (Maternity Cover)
Salary:	£28k - £30k per annum (depending on experience)
Contract Type:	10-month, Fixed Term Contract, full time (37 hours per week)
Reporting to:	Finance Director

Job Purpose

We are seeking a passionate and dedicated administrator to join our team. This fixed-term role involves undertaking company-wide HR administrative tasks throughout the employee lifecycle and providing proactive and efficient support to the CEO. You will be responsible for administering all aspects of the HR function, including recruitment, inductions, absence management and overseeing the Volunteer programme. You will also be supporting our CEO with diary-management, travel arrangements and correspondence.

We're looking for someone who can balance professionalism with warmth, who can confidently communicate with staff and external parties at all levels and who brings empathy and commitment to everything they do. This role requires exceptional organisational and IT skills and the ability to work independently in a fast-paced environment.

The ideal candidate will be approachable, supportive and highly efficient. You will have a keen eye for detail and place a high premium on confidentiality and discretion. This role would be ideal for someone with some experience of being both a personal assistant as well as dealing with HR administrative tasks, looking to expand their experience and take real ownership of a role.

Main Duties

Human Resources

- Conduct recruitment for the business in conjunction with the appropriate head of department, including posting job adverts, sifting applications and arranging interviews
- Issue employment contracts and other correspondence to staff ensuring clear records of all documentation are filed accordingly

- Conduct all necessary pre-employment checks, including right to work checks, references and DBS checks
- Onboard new staff and conduct induction training
- Monitor probation and performance review paperwork and chase missing documentation as needed
- Update HR systems and data bases with joiners, leavers and other changes as required, ensuring data remains current and accurate
- Monitor sickness absence, ensuring paperwork is completed and processes are followed
- Manage uniform supplies and issue uniform as necessary

Volunteers

- Oversee the volunteering programme, ensuring adequate resource levels in all areas of the business
- Use the Museum's volunteer management system to ensure records are kept up-to-date and shifts are allocated as necessary
- Ensure any special events requiring volunteers are coordinated with the appropriate head of department
- Engage with volunteers on a daily basis and ensure volunteers are kept up to date with Museum news, policies and procedures

PA

- Manage the diary of the CEO and arrange meetings as required
- Correspond with Trustees and high-profile stakeholders
- Coordinate travel arrangements
- Take meeting minutes

Other Duties

- Take responsibility for your own health, safety and welfare, ensuring compliance with Trust's Health and Safety policies, procedures and safe systems of work
- Be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with the Trust's Equal Opportunities Policy
- Undertake to familiarise yourself with the data protection procedures set down by the Company as a result of the General Data Protection Regulation
- Actively and positively contribute to the success of the business in delivering your duties and any other business-related activities which may reasonably be requested

Knowledge, Skills, Experience and Attributes Required

- Proven experience in a previous PA role
- Past experience of providing HR administrative support
- Exceptional organisational skills with excellent attention to detail
- Strong communication skills, both written and verbal
- Experience of taking formal meeting minutes
- Proficient in Microsoft Office and confident using different types of IT software
- Experience managing confidential data, knowledge of GDPR and ability to work with discretion

Desirable:

- CIPD qualified to Level 3 or above
- Training in Mental Health First Aid
- Previous experience of working with volunteers

Benefits

To support our staff both inside and outside of work, the Trust offers 26 days of annual leave per year (pro-rata for part-time employees) plus bank holidays. You will receive staff discounts in our gift shop and onsite café as well as a number of free tickets each year for friends and family to visit the Museum.

Employee well-being is paramount at the Trust, and we therefore offer enhanced occupational sick leave and pay as well as enhanced family-friendly leave and pay.

We operate an ad-hoc home working policy to allow for maximum employee flexibility, however, please note regular hybrid working is not available for this role.

Joining the British Motor Industry Heritage Trust as an employee will give you the opportunity to develop your career in a friendly and supportive environment while working for a charity dedicated at preserving and sharing Britain's automotive heritage.

Inclusion and Diversity Statement

As an organisation the British Motor Industry Heritage Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. We welcome applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.