



# Be the Difference – Work for us and help change young lives

## HR Administrator



Harpurhey, Manchester



8 hours per week



£18,200 pro rata

We're looking for an **HR Administrator** who can help maintain our organisation's HR processes.

As our **HR Administrator**, you'll work in our busy **Manchester Youth Zone ...**

The Manchester Youth Zone first opened to young people in 2012 as an independent charity then named The Factory Youth Zone. Being located in the heart of North Manchester in Harpurhey enables us to reach those young people who need **"Somewhere to go, something to do and someone to talk to"**. We currently have around 2,100 members with over 1,000 visits by young people each week to the Youth Zone.

We work with young people aged 6-19 and up to 25 for those with additional needs, offering provision during the day for targeted young people and each evening for universal provision. The Manchester provides a timetable of positive activities, practical support and personal development opportunities, especially for those who are disadvantaged.

The Manchester Youth Zone has an excellent reputation in a number of areas including safeguarding, working with young people who are "at risk" of criminal exploitation, mentoring and employment skills. We have invested strongly in partnership working, becoming a community asset responding to the needs of young people and the local community of North Manchester.

We work with a number of youth organisations in North Manchester to develop and strengthen youth services in the area. As the largest single youth provider in North Manchester MYZ accepts its leadership responsibility for the sector in growing youth provision across the North in terms of quality and reach. We aim for a rich diversity of provision available to all young people and able to meet their needs.

**If you're passionate about providing an exceptional service to young people and our staff team, we'd love to hear from you!**

# STUFF WE'LL TRUST YOU WITH

## YOUR RESPONSIBILITIES

- You'll be responsible for ensuring all staff files are complete and kept up to date, notifying the Head of Business if anything is missing or due.
- It will be your responsibility to process DBS checks for new starters and make sure current staff members have their checks renewed when due.
- You will ensure staff who need uniform receive it, and notify the Finance Administrator of any payment needed.
- Carry out a training needs analysis for the staff team.
- You will keep track of when staff reach key dates, such as the end of their probationary period, or eligibility for certain cover, and notify line managers.
- You'll maintain our Salesforce Database with all staff details.
- You'll organise our reception rota.
- Make sure the staff board is kept up to date.
- Ensure line managers have the correct information for any new starter including induction packs.

## YOUR SKILLS & ATTRIBUTES

So what does it take to succeed in this role? We're looking for someone who genuinely wants to make a positive difference in the lives of our young people and support our staff team by ensuring we have robust systems in place.

### QUALIFICATIONS

- It is essential that you have a Level 3 (or above) qualification

### EXPERIENCE OF

- Working as an HR administrator or assistant to an HR administrator.
- A minimum of 2 years' experience in the voluntary sector.

### KNOWLEDGE & UNDERSTANDING

- Understanding of HR and major legislation (with support from our HR consultancy)
- Understanding of DBS.
- The ability to deal with information in a confidential manner and respond with sensitivity.
- A flexible and non-judgmental approach to people and work.
- Excellent interpersonal skills, with experience sustaining relationships with a wide range of people from all social and professional backgrounds.
- Knowledge of health and safety, data protection and safeguarding best practice and how these relate to the Youth Zone.
- Self-motivated with an ability to be a flexible and supportive team member.
- Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure.
- Good admin and IT skills, and an ability to maintain records and produce clear written and oral reports.
- An ability to use initiative and think creatively.

### THE OTHER STUFF

- Excellent attention to detail and communication skills
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- High level of personal integrity and professionalism.
- Commitment to personal and professional development - we love ambition!

# STUFF YOU TELL PEOPLE ABOUT

# BENEFITS & GOOD STUFF



## ONSITE GYM

For gym bunnies or fitness fanatics



## PAID R&R

25 days paid holiday (pro rata) plus flexible statutory holidays



## PENSION

4% employer contribution after your first 6 months, but you pay 5% too...



## LUNCHES

We have a great café and all staff pay only £1.50 for lunch!

In accordance with our Recruitment and Selection Policy, we are not able to accept applications from current or former members, Young Leaders or regular service users for safeguarding reasons, for a period of at least one year since they last attended Manchester Youth Zone (nee The Factory Youth Zone) in this capacity.

All internal applicants will be guaranteed an interview, though will be assessed to the same criteria as external applicants and so are encouraged to submit a full and thorough application.

In accordance with our safeguarding procedures, this position requires a DBS check.

The Manchester Youth Zone is an equal opportunities employer and welcomes applications from all sections of the community.

### Application Information

<b>Deadline</b>	12 Noon, Wednesday 26 <sup>th</sup> June 2019
<b>Interviews</b>	Friday 5 <sup>th</sup> July 2019
<b>Apply</b>	Download the Application Form from <a href="http://www.manchesteryz.org/vacancies">www.manchesteryz.org/vacancies</a> We will not consider any application which is not submitted on this form.
<b>More info</b>	Please contact Tracy Sparkes Head of Business <a href="mailto:tracy.sparkes@manchesteryz.org">tracy.sparkes@manchesteryz.org</a> 0161 203 5333 <a href="http://www.manchesteryz.org">www.manchesteryz.org</a>

# THE BORING (but important!) STUFF