

JOB DESCRIPTION



Job Title:	HR & Office Administrator
Responsible to:	Chief Executive Officer
Location:	Downham, Lewisham
Job Type:	Hybrid (3 days at our centre and 2 days at home)
Contract:	Permanent
Hours per week:	35 (5 days per week)
Salary & benefits:	£27,500 per annum 27 days annual leave plus public holidays 4% contributory pension Employee healthcare scheme (Simply Health) Interest free loan scheme Staff training bursary provided (up to Level 3 qualifications) Staff discount at our trading subsidiary, Ignition Brewery

Job Purpose.

Brighter Horizons runs a day centre for neurodiverse adults and those with learning disabilities, offering educational, social and leisure activities through a combination of centre and community-based provision. The centre has over 65 regular clients supported by 13 activity staff, 5 bank staff and 5 support staff. Our HR and Office Administrator plays a vital role in supporting our CEO, Finance Manager & Day Services Manager to ensure the smooth running of the organisation and, crucially, to ensure that our delivery staff have the resources they need to provide excellent care while the organisation continues to grow.

Your main responsibilities.

As we are a small team, the role is a hybrid, designed to support all aspects of the central functions of the Charity and carries with it regular HR & finance responsibilities as well as varied but ad-hoc executive responsibilities. Don't worry, you won't be expected to do everything every week!

Your HR responsibilities (1.5 days per week).

- maintain accurate HR records for all staff, conducting a six monthly audit and taking remedial action where required.
- co-ordinate the annual training schedule, in line with the Charity's training matrix as well as appointing and overseeing external trainers.
- manage the training budget, ensuring value for money and the timely submission of invoices.

- assist with the recruitment of new staff, ensuring the accurate completion of all onboarding paperwork, including the acquisition of references.
- oversee the Charity's DBS Records, ensuring they are undertaken, reviewed and recorded in line with the Charity's policy.
- oversee the induction of new staff, ensuring that the induction schedule is fully completed in time for an employee's probationary review.
- manage the timesheets and payroll for Ignition Brewery, the Charity's trading subsidiary.
- prepare new lockers, pigeonholes, ID cards, email logins, etc... for new staff.
- lead the organisation in becoming a Disability Confident employer.
- contribute to the development of the organisations HR policies and procedures.

Your finance responsibilities (1.5 days per week).

- manage petty cash in line with the organisations policy and ensuring an adequate supply of petty cash at all times.
- process staff credit cards, ensuring they are submitted and reconciled on time.
- enter financial data accurately into Sage 50.
- manage service users personal account records, ensuring they are kept up to date and that filing is undertaken regularly and accurately.
- send out monthly statements to parent-carers and follow up on overdue accounts, escalating to the Day Services Manager in line with the Charity's financial procedures.

Your executive responsibilities (1.5 day per week).

- act as secretary for the Board of Trustees and Risk & Finance sub-committee, organising meetings and taking minutes. Each committee meets quarterly.
- act as the project manager for the rollout of a new digital phone system and care planning database.
- manage the Charity's insurances.
- organise staff events such as annual training days, Christmas parties, etc...
- act as the office manager, ensuring that staff offices are maintained in a neat and tidy fashion at all times.
- monitor stock levels, ordering supplies as required.
- maintain the public noticeboards, working with activity staff as necessary to ensure they are presentable and up to date.
- answer telephone and email enquiries, signposting and passing on messages to staff as necessary.

Your general responsibilities.

- champion the rights of adults with learning disabilities and autism, taking every opportunity to develop awareness amongst activity partners, professionals and within the local community.
- support our service delivery team at major events (e.g., annual show, sports day, etc...).
- establish and maintain excellent working relationships with parent-carers, external agencies, funders, local authorities and other external stakeholders.

- work in accordance with Brighter Horizons risk assessment, safeguarding, equality and diversity and other policies at all times.
- participate in regular line management meetings as well as training and staff meetings as required.
- report complaints and concerns in line with Brighter Horizons Complaints Policy.

This job description reflects the core activities of the role. As the organisation develops there will be inevitable changes in the emphasis of duties. You are expected to recognise this and adopt a flexible approach to work. This includes a willingness to participate in training and to regularly review and work in new ways. You may be required to perform duties other than those specified in the job description and particular duties and responsibilities attached to the post may vary from time to time.

What we need from you (the essentials):

- A minimum of one years' experience working in a fast-paced administrative environment
- Excellent communication and interpersonal skills
- Excellent skills in Microsoft Office and CRM systems
- Good written skills, with an ability to produce reports and other relevant documentation
- Strong organisational skills with an ability to plan ahead and work across different areas of the charity simultaneously
- An ability to maintain discretion and confidentiality
- Meticulous attention to detail with an ability to perform tasks accurately and efficiently
- A flexible and 'hands-on' approach to your working practice, with a 'can-do' attitude
- A willingness to learn and an openness to feedback in order to improve your work

What we'd also like from you (the desirables):

- Previous experience of using Sage (or another accounting package)
- Previous experience of working in a HR and/or finance team
- Experience of working with neurodiverse adults and/or adults with learning disabilities in a voluntary capacity

Our commitment to safeguarding.

Brighter Horizons believes that every adult is entitled to live freely of abuse, harassment and bullying and, as such, is committed to safeguarding and promoting the welfare of vulnerable adults.

Our values.

Brighter Horizons strives to be a value led organisation. We:

- **put people first** and believe that our service users and staff are the most important thing about us. Relationships are at the heart of everything we do.
- **have integrity and respect**, believing that we should take responsibility for our actions and that a strong team is built on honesty, trust and mutual respect.
- **are inclusive and accessible**, believing that everyone is unique, and that one size doesn't fit all.
- **have fun**, believing that this is central to our sense of wellbeing and that we learn better when we are enjoying ourselves.

Your start date & hours of work

This is a permanent contract for 35 hours per week with an immediate start date. The Charity is open to applications for a job share.

Your eligibility & references.

Before you can start working with us, we will need:

- proof of your eligibility to work in the UK
- you to complete an enhanced DBS application (we'll organise it for you though)
- two references with at least one from your current or most recent employer.

Our commitment to accessibility.

Please inform us if you have any special requirements which we might need to consider in relation to the selection process. Please be reassured that any requests will not be taken into account when selecting for this role.

How to apply.

To apply, please submit your CV and a cover letter outlining how you meet the person specification, by email to Dave King, our CEO, at dave@brighter-horizons.org

The deadline for applications is 9am on Monday 04 March.

Interviews will take place on Monday 11 and Tuesday 12 March.

For more information or to discuss your suitability for the role please contact Dave by email to dave@brighter-horizons.org or on 07834944996.