

Job Title: HR and Business Administrator L3

Organization Overview: A Way Out is a charity with a difference.

We are an outreach, prevention and intervention charity working with the most vulnerable and excluded women, families and young people across Teesside. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.

A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly, with grace and mercy at the core, which motivates us to “go the extra mile”.

A Way Out believes in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties.

Job Statement: As an HR and Business Administrator at A Way Out you will play a crucial role in providing administrative support to our staff while ensuring the smooth operation of our HR and business functions. Your responsibilities will include advising on HR queries, maintaining records, developing policies, managing training programs, and supporting our CEO with diary management and report preparation.

Key Responsibilities:

1. Provide administrative HR support to staff, including handling queries related to terms and conditions and recruitment issues.
2. Maintain accurate HR records and databases, ensuring compliance with relevant regulations and policies.
3. Develop and implement HR policies and practices in collaboration with senior leadership.
4. Manage and maintain organisational training, learning, and development records.
5. Undertake diary management for the CEO, scheduling meetings and appointments as needed.
6. Prepare reports for the Board of Trustees, providing insights and recommendations on HR and business matters.
7. Assist with general business and administrative duties to support the smooth operation of the organization.

Requirements:

- Excellent communication and relationship-building skills, with the ability to handle sensitive information tactfully.

- Knowledge of HR systems and procedures, preferably acquired through CIPD Level 3 or equivalent experience in business management.
- Strong analytical and judgmental skills, with the ability to resolve complex queries and provide evidence-based judgments.
- Effective planning and organisational skills, including the ability to coordinate HR and training activities.
- Proficiency in advanced keyboard skills for data input and digital tasks.
- Commitment to providing exceptional care to service users and stakeholders.
- Experience in policy and service development, with the ability to research and evidence decision-making processes.
- Familiarity with maintaining financial and physical resources, such as stock control and ordering supplies.
- Previous experience providing HR advice and managing HR systems and processes is highly desirable.
- Proficiency in data entry and text processing, with the ability to take and transcribe formal minutes.

How to Apply: If you are passionate about making a difference and possess the skills and experience to excel in this role, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and why you're interested in joining A Way Out as our HR and Business Administrator.

Note: Please include "HR and Business Administrator L3 Application" in the subject line of your email.