

People & L&D Administrator

Job Description & Person Specification

Job Details

Job Title:	People & L&D Administrator
Department:	Head Office – People Team
Location:	Ground Floor West, Telecom House, 125-135 Preston Road, Brighton. BN1 6AF
Reporting to:	People Operations Manager
Staff responsible for:	None
Salary:	Pay group 1
Working Time:	37.5 hours a week, worked between 9am to 5pm, Monday to Friday inclusive
Any specific working conditions:	Hybrid working – 60% of hours in the office

Summary of the Role

To provide high quality and comprehensive People Team Administration to Grace Eyre's employees, trustees & volunteers across all areas of Recruitment, Learning and Development and People Team.

Key Tasks and Responsibilities

Recruitment & People Team

- Coordinate the recruitment process from advertising roles to organising interviews, liaising with the recruitment manager throughout the process
- Administer the new starter process for employees and volunteers including DBS, Right to Work checks and individual risk assessments
- Draft offer letters, contract of employment and change of terms letters
- Update and maintain all employee and volunteer records on our CRM system
- Create photo ID cards for employees and volunteers

- Administer the leaver process

Learning and Development

- Set up new starters on iHasco eLearning training platform including the care certificate
- Be the main contact for the iHasco eLearning portal, answering queries from Managers and Staff
- Liaise with external training providers to book face to face and online training
- Send invites to employees for all face to face or online training and service specific training sessions
- Facilitate face to face training days, setting up the venue and meeting the training provider
- Support the Learning & Development Lead with the organisation of the Induction
- Answer any ad hoc learning and development queries from employees, trustees and volunteers that come into the training email
- Ensure that the training data for the Adult Social Care Workforce Data Set is up to date
- Contribute to Learning & Development projects as required
- Provide any ad hoc training administrative support as directed by the Learning & Development Lead, People Operations Manager & Head of People & Compliance
- Ensure employee, trustee and volunteers training sessions are organised efficiently.

Qualifications/ Education

- Working towards an administration, CIPD or learning and development qualification Desirable

Skills/Competencies/Abilities

- Excellent communication skills both verbally and written and the ability to communicate effectively at all levels Essential
- Strong organisational skills with the ability to manage a busy and varied workload Essential
- Excellent time management skills and ability to prioritise Essential
- Ability to work with a wide range of people in a calm, supportive yet assertive manner Essential

IT Skills

- Good working knowledge of Microsoft packages Essential
- Experience is working with CRM / HR software Desirable
- Experience working with eLearning systems Desirable

Knowledge

- Experience in an administration role Essential
- Understanding of and committed to diversity and equality of opportunity Essential

Our Values

Our organisational values are a shared set of standards that everyone at Grace Eyre can aspire to and help us to bring our vision, mission, Charter and Our Plan to life.

Our values are:

