



**Job title:** HR Administrator  
**Location:** Remote working in the UK  
**Responsible to:** HR Manager  
**Salary:** £20,000 - £24,000, competitive  
**Contract:** Full time, 6-month contract

**Please note, if you do not provide a covering letter your application will not be considered.**

### Why us?

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has grown then fold in the past two years. This has supported growth in our employer network from 70 to 700 leading employers and 3800% growth in the number of work experience places offered during the same period.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost seven hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

### Role summary

Reporting into the HR Manager you will play an integral role in providing an efficient and high-quality HR service to the charity. You will work collaboratively with your HR colleagues to provide HR admin support across the employee lifecycle, including recruitment, on-boarding and off-boarding.

## **Key Duties/Responsibilities**

- Creating and placing adverts for our vacancies both internally and externally
- Shortlisting CVs / applications based on key criteria provided by recruiting manager
- Managing recruitment inbox
- Setting up and co-ordinating interviews
- Supporting HR Officer with the onboarding process
- Responsible for employee compliance, including all pre-employment checks such as DBS, proof of right to work and reference checks
- Creation of new starter emails and arranging equipment / laptop set up
- Create and populate profiles in HR systems
- Creation of 'template packs'
- Upkeep of HR database ensuring all employee records up to date and full compliance with GDPR
- Supporting with running HR reports as and when required
- Supporting HR Officer with offboarding process
- Supporting with other HR projects as and when required

## **Skills/Experience/Knowledge**

### **Essential:**

- GCSE Maths and English
- Administration experience
- Ability to multitask effectively, prioritising tasks where necessary
- Effective communication and interpersonal skills, enabling you to work confidently at all levels
- Strong organisational skills
- Ability to meet deadlines.

### **Desirable:**

- Experience of working in a scaling organisation
- Experience of working in a similar HR role

## **Benefits offered at Speakers for Schools:**

- Work From Anywhere in the UK (now and beyond the pandemic)
- Flexible working
- 25 days annual leave plus bank holidays plus the morning of your birthday off
- Pension scheme
- CharlieHR perks
- Perkbox
- £500 a year training allowance

## **Diversity at our core**

At Speakers for Schools, we are committed to encouraging equality and diversity among our workforce, and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We welcome applications from all, including those where employment has been affected by Covid19 and those seeking to change careers. Diversity is at our core, join us.

## **How to apply:**

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Appointees are subject to a successful DBS check, as contact with young people is likely.

Please note, if you do not provide a covering letter your application will not be considered.

## **The Journey to joining Speakers for Schools:**

Please apply as soon as possible submitting your CV, portfolio, a covering letter which outlines your specific interest and ability to successfully fill this role and your current notice period (if applicable).

This application will close on or before **Friday 29<sup>th</sup> October**.

Interviews will be scheduled as applications are received, before the closing date, and will take place over Microsoft Teams. We may appoint before this date depending on applications.

If you have not heard from us two weeks after the closing date, please presume your application has been unsuccessful.