

HR Coordinator

CHICKS

£20,087 - £23,064 per annum (negotiable / dependant on experience)

Permanent Role based in Buckfastleigh, Devon, on a full or part time basis (minimum of 21 hours per week over 3 days) with specific hours and days of work negotiable.

CHICKS is a national children's charity providing free respite breaks to children aged 8-15 from all over the UK who would really benefit from a break from their home lives.

The charity began in 1992. Since then we have provided over 15,600 children with a much-needed break.

After an incredibly exciting period and an imminent move to a new office location in Buckfastleigh, we are seeking a HR Coordinator for a new role within an expanding finance/people management team.

Our ideal HR Coordinator is someone who can:

- Be the first point of HR support for the team.
- Implement an effective recruitment process including drafting adverts, sifting applications, interview organisation and support, and processing paperwork for new starters.
- Facilitate and support department managers with the induction process.
- Assist department managers with probationary reviews and appraisals.
- Support the finance team with payroll.
- Collate training records and monitor employee development.
- Monitor employee sickness absence and conduct return to work meetings.
- Complete general administration tasks utilising HR software.

To be successful you will need to be:

- A self-starter who is proactive and with a can-do attitude.
- A team player who can build relationships and be adaptable.
- A good communicator who can work under pressure, prioritise and adapt to change.
- Interested in the development of people and teams.
- Deadline orientated with the ability to stick to time constraints.

This is an excellent opportunity for someone with a strong work ethic looking to work in a fast-paced environment. A formal HR qualification is not fundamental for this role as training opportunities will be available for the right candidate. Due to the location of our office and retreats, a full UK Driving Licence would be beneficial.

What's important to us?

We believe every child has the right to make positive childhood memories. A CHICKS break inspires new confidence and gives children the chance to have fun, enjoy new experiences and relax. More than anything, it gives them the chance to just be children.

Why would you want to work with us?

On top of a competitive salary we offer a great working environment that includes free parking and an onsite gym. We offer enhanced annual leave and sick pay provisions with loyalty schemes and always look to develop our team with training opportunities.

If this sounds like the role for you:

Please apply to Sarah Smith, Chief Operating Officer via email at sarah@chicks.org.uk by attaching your CV and a covering letter outlining why you feel you would be an asset to our team.

If you still need more convincing, feel free to take a look at our website.

Closing date for applications is 5pm, Monday 8th April, although we don't like to hang around, so applications will be reviewed as soon as we receive them.

Short listed candidates will be asked to complete an application form in line with our Safer Recruiting Procedures.