October 2023

Dear Applicant

# Re: HR Administration Officer

Thank you very much for your enquiry about the above post. Please find to follow an application pack consisting of:

* Job Description and Person Specification
* About Warwickshire CAVA
* What We Can Offer You
* Guidance notes for completing the application form
* The personal details form
* An equal opportunities monitoring form
* The main application form.

## Completed applications may be returned via email to recruitment@wcava.org.uk or posted to Warwickshire CAVA’s Warwick District office as detailed on the final page of the application form.

We look forward to receiving your application, and thank you for your interest.

Yours sincerely



Rebecca French, Assoc CIPD

HR Officer

**Warwickshire Community and Voluntary Action**

**Job Description**

Post Title: Human Resources Administration Officer

Reports to: CEO

Location: Office or Hybrid: Home & WCAVA Warwick District Offices, 4 & 6 Clemens Street, Leamington Spa, CV31 2DL

Hours: As per contract

Salary: As per contract

**Job Purpose:**

* To provide a comprehensive HR administrative, advisory and support service to Managers and staff
* To develop HR policies, procedures and projects, as appropriate, in support of the HR and wider organisational strategy
* To support the administration of the Board Meetings

**Main Duties and Responsibilities:**

**1)** **Recruitment Tasks:**

* Ensure that all WCAVA’s policies and procedures are followed in regards to recruitment process.
* Ensure that all recruitment checks are performed to meet WCAVA’s Safeguarding Policy.
* Lead on all aspects of the recruitment process, including being part of the interview panel and selection decision where required, ensuring that best practice is always followed.
* Research new and innovative recruitment methods in which to attract a wide variety of skilled and experienced staff to vacancies.
* Undertake all required pre-employment checks for new starters including right-to-work, DBS where required, meeting statutory requirements and WCAVA policy.
* Issue contracts of employment within the required timescales and ensure signed documentation is returned and logged.
* Carry out HR induction, ensuring staff can access employee benefits, the employee assistant programme, access the employee database and on-line training portal.

**2) Policies:**

* Ensure HR policies are in place, are kept up to date and are customised to meet the needs of the organisation.
* Give advice on the implementation of policies.

**3) Employee Relations:**

* Ensure appropriate support and advice is provided to managers on all employee relations issues including dealing with Disciplinary, Grievance, Performance Management, Absence Management, Flexible Working and Health and Wellbeing matters in line with agreed WCAVA policies.
* Take advice on complex employee relations matters.
* Work closely with all departments ensuring the promotion of equality and diversity within WCAVA.
* Promote and support a good working environment, ensuring appropriate risk assessments undertaken (eg for maternity, disability, etc) and staff are supported with reasonable adjustments and the ability access available support.
* Take confidential minutes as required.
* Draft and issue letters to ensure comprehensive recording of changes to terms and conditions of employment, employment related processes and other HR administration.
* Undertake exit interviews with all staff leaving WCAVA.

**4)** **Records & Reports:**

* Manage and maintain the central personnel online and physical files so that they are kept up-to-date with information in line with WCAVA’s policies.
* Ensure that the required HR database is kept updated at all times to support the production of required reports for monitoring purposes and the correct payment of employees.
* Collate and report on employee and volunteer surveys.
* Payroll – provide relevant information to the payroll services to ensure accurate implementation of monthly salaries.
* Ensure that WCAVA policies are reviewed in line with schedule

**5) Board & CEO Support:**

* Provide the WCAVA Board with HR reports and monitoring information
* Support the Board and CEO with administrative support
1. **General Duties**

These will include:-

* Working at other WCAVA sites when required, to meet the needs of the role
* Working to WCAVA’s annual agreed objectives.
* Participating in the agreed appraisal performance management system with Line Managers
* Participating in individual supervision sessions if required
* Undertaking relevant identified training agreed with the CEO
* Support with the organisation of staff events.
* Attending and participating in WCAVA events including AGMs and, when appropriate or requested by the Director of Volunteering.
* Complying with WCAVA’s policies and procedures.

This is not an exhaustive list of duties and the postholder may be required to undertaking additional duties to meet the business needs of WCAVA, commensurate with the grading of this post.

PERSON SPECIFICATION – HUMAN RESOURCES ADMINISTRATION OFFICER

***The successful candidate will need to demonstrate:***

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **E or D =****Essential or Desirable** | Assessed:A = Application formI = InterviewT = Test at Interview |
| **WORK EXPERIENCE** |  | **A** | **I** | **T** |
| Working within a small team | E | √ | √ |  |
| Working within a HR function | E | √ | √ |  |
| Relevant generalist HR experience (minimum 2 years) | E | √ | √ |  |
| Working as the sole HR practitioner within an organisation | D | √ | √ |  |
| Within a customer orientated environment | D | √ | √ |  |
| Experience of supervising staff | D | √ | √ |  |
| **QUALIFICATIONS/KNOWLEDGE** |
| CIPD L3 or above | E | √ | √ |  |
| Knowledge and proficient use of Microsoft Word, Google mail, Excel and PowerPoint | E | √ | √ |  |
| Principles of equal opportunities and a commitment to implementing them | E | √ | √ |  |
| Knowledge of HR systems and procedures | E | √ | √ |  |
| Awareness of current employment legislation | E | √ | √ |  |
| Knowledge of the voluntary sector | D | √ | √ |  |
| Evidence of continual professional development. | D | √ | √ |  |
| **SKILLS AND ABILITIES** |
| Excellent written and oral communication skills – must ·be assertive, credible and professional in conversing with people at all levels | E | √ | √ | √ |
| Literacy skills sufficient to prepare reports and letters. | E | √ | √ | √ |
| Numeracy skills sufficient to keep statistics | E | √ | √ | √ |
| Ability to work on own initiative and as part of team | E | √ | √ |  |
| Ability to maintain confidentiality | E | √ | √ |  |
| Excellent organisational skills and the ability to plan, prioritise and complete tasks on schedule | E | √ | √ |  |
| Ability to multi task and keep calm under pressure | E | √ | √ |  |
| Ability to research and keep up to date with Employment Law and best HR practice | E | √ | √ | √ |
| Ability to identify when further advice/ support is required (awareness of own level of competency) | E | √ | √ | √ |
| Flexibility to work different days/hours occasionally | E | √ | √ |  |
| Willingness and ability to learn new skills | E | √ | √ |  |
| Ability to act with tact and diplomacy | E |  |  |  |
| Car Driver/ Access to a car in order to attend meetings and events | E | √ | √ |  |

About CAVA

CAVA is the local Voluntary, Community and Social Enterprise (VCSE) Sector Infrastructure Organisation for Warwickshire and Solihull, providing vital support to the volunteers, groups, organisations, social enterprises and charities who are working to strengthen all of our communities.

Every year our dedicated teams of staff and volunteers help lever in significant investment into the area. In 2020/21 the collective value of funding secured for VCSE sector and volunteering opportunities accessed was worth just under £5m to the local economies of Warwickshire and Solihull.

We are committed to providing all of our services locally and accessibly. Whether a group or individual need support accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance, we have a local office and dedicated team within easy access.

During the recent pandemic, CAVA played a significant role in delivering Covid support projects within the local community such as Targeted Testing and Vaccination Programme volunteering projects.

CAVA has recently successfully tendered for the Warwickshire County Council Voluntary, Community and Social Enterprise Support Service contract for 3 years from 1st April 2022. The Solihull Metropolitan Borough Council Infrastructure Support contract has also been extended for a further two years from 1st April 2022.

Further details about CAVA can be found on our website <https://www.wcava.org.uk/>

What our staff say about working at CAVA:

*“Being part of a team who work well together and are supportive of each other professionally and personally. Also varied nature of my role and great work/life balance. I also really appreciate the good holiday allowance, sickness terms etc.”*

*“The variety of the job, the office environment, good team working and opportunities for development I also appreciate the opportunities I have to be creative in terms of being able to suggest new ideas/projects etc.”*

*I love the vibrant environment of working with people who are a passionate about the sector as I am. I always feel like I am treated as a 'whole person' not just an employee. I always do and always have loved worked for WCAVA. Teamwork is always positively encouraged and respected and as such, 'We' make a very strong team”*

*“Having worked for several organisations over the years, WCAVA is by far the best employer I have worked for”*

*“The atmosphere in the organisation - one which is understanding, flexible, adaptive, inclusive, and interested in people (both its' customers/clients, and employees and volunteers) - makes working for WCAVA a joy and a privilege”*

<http://www.wcava.org.uk/reports-and-publications>



#### What We Can Offer You

The following are just some of the benefits that CAVA offers its employees:

**Annual Leave –** 26 days plus bank holidays plus an extra day for each completed holiday year of service to a maximum of 5 additional days after five holiday years of service.

**Employee Development –** Active encouragement not only to assist performance in the current role but also for the benefit of personal development.

**Flexible Working –** A range of options e.g. Term time working – available for all employees.

**Health and Well Being Initiative –** Annual health & wellbeing day and regular health promotion emails and blogs.

**Pension –** Minimum 5% employee contribution and 3% employer contribution, with an ethical investment policy option.

**Sick Leave and Pay –** WCAVA sick pay and leave entitlement ranges from 1 week full pay and 1 week half pay during probation to 8 weeks full pay and 8 weeks half pay for employees with over two years’ service.

**Unpaid Leave –** In addition to paid leave for example to accommodate special family trips or to assist with childcare.

**Compassionate Leave –** Paid leave of absence up to a maximum of 10 days for compassionate reasons.

**Dependent Care Leave –** Paid leave of absence up to 3 days per occasion and up to 10 days in exceptional circumstances with the approval of the CEO.

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

**To have the best chance of success:**

* Tailor your application of the job advertised focusing on the **PERSON SPECIFICATION**.
* Explain how you meet each of the criteria, by providing information about and examples of your skills and experience gained. This may be in paid employment, as a volunteer or within your personal capacity.
* Answer each point in detail – **the recruitment panel cannot guess or make assumptions**. For example, it is not enough to say `I am well organised’ – you need to explain how you organise yourself.
* Remember that the short listing panel are seeking to appoint the applicant who best meets the criteria specified in the person specification in accordance with equal opportunities

**Please do not send a CV or an additional letter, as it will not be considered when short listing takes places.**

**Please write clearly and concisely, using black ink or type.**

# Equal Opportunities

WCAVA is committed to being an Equal Opportunities employer, therefore, please do not add your name to any part of the main application form. The short-listing panel will not see the information provided by you on the personal details and the monitoring forms.



**VACANCY APPLIED FOR: HR ADMINISTRATION OFFICER**

|  |
| --- |
| **Personal Details Form****NB: PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT.** |
| Surname(s):  |       |
| Forename(s): |       |
| Home Address:  |       |
| Post Code:  |       |
| Home Tel. No.  |       | Mobile Tel. No |       |
| Work Tel. No.  |       | May we contact you there? | [ ]  Yes [ ]  No |
| Email Address: |       |
| National Insurance No. |       |
| We are obliged under the Immigration, Asylum and Nationality Act, 2006 to verify that all candidates are entitled to work in the UK. Are you entitled to work in the UK?[ ]  Yes [ ]  No(Original documentation confirming your entitlement to work in the UK will be required) |
| **References**Please give below the names and addresses of two referees who have known you for a minimum of six months, one of whom should be your present or most recent employer. References will be taken up for all shortlisted applicants, ideally, prior to interview. |
| **First Referee:** Professional [ ] Personal [ ]  | **Second Referee:** Professional [ ] Personal [ ]  |
| Name:       | Name:      |
| Position held:      | Position held:       |
| Address:      | Address:       |
| Email Address:       | Email Address:      |
| Can WCAVA contact your first refereePrior to interview? [ ] Yes [ ] NoPrior to offer? [ ] Yes [ ] No | Can WCAVA contact your second refereePrior to interview? [ ] Yes [ ] NoPrior to offer? [ ] Yes [ ] No |
| **Declaration** I declare that to the best of my knowledge the information given throughout this form is correct and truthful:Signed:       Date:      |

# VACANCY APPLIED FOR: HR ADMINISTRATION OFFICER

# Monitoring Form

WCAVA is committed to being an Equal Opportunities organisation and would like to monitor the effectiveness of its Equal Opportunities Policy in the recruitment and employment of staff. We would find it helpful to receive some additional information from you to ensure we are not discriminating under the Equality Act 2010. This form will be separated from your main application form on arrival and your name and address will not be seen by the selection panel.

All of the information collected in the main part of the application form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. CAVA will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis under Article 9 (2) (b) that processing is necessary for the purposes of the legitimate interests of the employer regarding the information provided in both parts of these forms.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. . If you are unsuccessful the information will be held securely and destroyed after a period of 12 months as this may be required in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice – <http://www.wcava.org.uk/privacy-policy>

**Gender**

[ ] Male [ ] Female [ ] Intersex [ ] Non-binary [ ] Prefer not to say [ ] If you prefer to use your own term, please specify here

**Disability**

Do you consider yourself to have a disability or health condition?

[ ] Yes [ ] No [ ] Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’ please discuss this with the manager running the recruitment process

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

[ ] English [ ] Welsh [ ] Scottish [ ] Northern Irish [ ] Irish [ ] British [ ] Gypsy or Irish Traveller

[ ] Prefer not to say

Any other white background, please specify:

**Mixed/multiple ethnic groups**

[ ] White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ] Prefer not to say

Any other mixed background, please specify:

**Asian/Asian British**

[ ] Indian [ ] Pakistani [ ] Bangladeshi [ ] Chinese [ ] Prefer not to say

Any other Asian background, please specify:

**Black/ African/ Caribbean/ Black British**

[ ] African [ ] Caribbean [ ] Prefer not to say

Any other Black/African/Caribbean background, please specify:

**Other ethnic group**

[ ] Arab [ ] Prefer not to say

Any other ethnic group, please specify:

**What is your religion or belief?**

[ ] No religion or belief [ ] Buddhist [ ] Christian [ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh [ ] Prefer not to say

If other religion or belief, please specify:

**Age**

[ ] 16-24 [ ] 25-29 [ ] 30-34 [ ] 35-39 [ ] 40-44 [ ] 45-49 [ ] 50-54 [ ] 55-59 [ ] 60-64 [ ] 65+

[ ] Prefer not to say

**What is your sexual orientation?**

[ ] Heterosexual [ ] Gay [ ] Lesbian [ ] Bisexual [ ] Prefer not to say

[ ] If you prefer to use your own term, please specify here:

**Where did you see this post advertised?**

[ ] WCAVA locality office window [ ] WCAVA Website [ ] Direct contact from WCAVA [ ] Facebook

[ ] Twitter [ ] Linkedin [ ] Indeed [ ] WMJobs [ ]  Charity Jobs [ ] Other (please specify)

**Any comments on the pack/process as a whole – what did you like / dislike?**

Thank you for your comments – you will help us to improve our future application process.

By providing the information requested on this form, you are giving your consent that it may be processed and handled under the Principles of Data Protection as detailed in the Data Protection Act 1998, the General Data Protection Regulations (EU 2016/679) (UK GDPR) and any subsequent legislation as appropriate for the purposes of Equal Opportunities monitoring.

## Our Privacy Policy – <http://www.wcava.org.uk/privacy-policy>

## Sensitive Personal Data Consent Form

WCAVA must obtain consent to hold and use personal information about individuals that could be considered sensitive such as age, racial or ethnic origin, political opinions, religious belief, trade union membership, physical or mental health condition, sexual life. The Data Protection Act prohibits the processing of sensitive data except in specified circumstances for example equal opportunities monitoring, It is only in this sensitive area that WCAVA wishes to monitor in order to assess the effectiveness of its equal opportunity policy and reduce the possibility of discrimination occurring.

Please sign below to give your consent:

I understand that this information will be used only for the purpose set out above and my consent is conditional upon WCAVA complying with the obligations under the Data Protection Act 1998, the General Data Protection Regulations (EU 2016/679) and any subsequent legislation as appropriate.

Signed:

Name: (BLOCK CAPITALS)       Date:

**MAIN APPLICATION FORM**

PLEASE COMPLETE AND EMAIL TO recruitment@wcava.org.uk

WE **DO NOT** CONSIDER CVs.

**1.EDUCATION AND TRAINING (Sight of certificates may be required before appointment)**

|  |  |  |
| --- | --- | --- |
| **School / College /****University** | **Qualifications**  | **Grade** |
|       |       |       |

**2. PROFESSIONAL, TECHNICAL OR MANAGEMENT QUALIFICATIONS**

 **(Sight of certificates may be required before appointment)**

|  |  |
| --- | --- |
| **Professional/Technical/****Management Qualifications** | **Course Details** |
|       |       |
| **Membership of any Professional/Technical Associations – Please state level of membership**      |

**3. TRAINING AND DEVELOPMENT**

Please give details of any training and development courses or non-qualification courses that support your application. Include any on the job training as well as formal courses.

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|       |       |

**4. PRESENT EMPLOYMENT**

|  |
| --- |
| Name of Present Employer:       Address of Present Employer:      Job Title:      Date of Appointment:       |
| Brief details of current duties and responsibilities:      |

**5. PAST EMPLOYMENT (MOST RECENT FIRST)**

|  |  |  |
| --- | --- | --- |
| Employer | Position | DatesFrom & to |
|       |       |       |

**6. GAPS IN EMPLOYMENT OR TRAINING**

Please indicate and explain any gaps since leaving secondary education.

|  |  |
| --- | --- |
| Dates  | Reason  |
|  |  |

**7. PERSONAL STATEMENT**

Please use this section to explain how you meet the requirements of the Job Description and Person Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information in support of your application. Attach and label any additional sheets used.

1. Experience

**B. Knowledge**

**C. Skills**

**D. Personal Attributes**

8. OTHER INFORMATION

|  |
| --- |
| Do you hold a current driving licence? [ ] YES [ ] NO If so, please detail what type, for example ‘full’, ‘provisional’, etc If required, are you prepared to use your own transport for work purposes? [ ] YES [ ] NO |

**9. DECLARATION OF CRIMINAL RECORDS**

If shortlisted for interview, you will be required to complete a form providing details of any criminal convictions as this post is exempt from the Rehabilitation of Offenders Act 1974.

Please email the completed application form to recruitment@wcava.org.uk but should you wish to return it by post, please mark the envelope:

“Private & Confidential – HR Administration OfficerJob Application”

Rebecca French, Assoc CIPD

HR Officer

WCAVA

Warwick District Office

4 & 6 Clemens Street

Leamington Spa

CV31 2DL

If you choose to return the completed application form by post please email HR on the above email address to inform them.