

Kickstart Role Outline

Role Title:	Trainee Human Resource Assistant
Location:	Home-based with occasional visits to the office (Lovell House, Archway 6, Hulme M15 5RN)
Days & Hours	TBC with applicant at interview - 25 hours per week
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>Role purpose To support in the delivery of a quality, customer-focussed, professional and comprehensive HR administration service.</p> <p>Key responsibilities and accountabilities</p> <ul style="list-style-type: none"> • Support with recruitment activity administration including offers, onboarding and inductions • Support with the administration of leavers • Support with L&D administration including training requests, booking training, updating calendar and systems • Support with the administration of the benefits portal including the upload of monthly updates to the relevant systems • Managing the team mailboxes • Update organisation structure charts • Provide support with the People Services Intranet page • Support with health and wellbeing events and ideas • General HR/learning and development duties including letter writing and meeting arrangements
What's In It for You the candidate:	<p>Great opportunity to learn more about the HR and Learning and Development team within the business and to gain some valuable experience in this field of work.</p> <p>Working across a variety of projects will give you a broader overview of the different ways in which we support our customers whilst at the same time you will be developing key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem-solving • The use of office applications • Using your initiative • Customer service/interpersonal skills

	<p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 Pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing
<p>Skills or Qualifications required</p>	<p>As the role will be primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> • A self-starter • Motivated to work independently • Organised to plan and deliver work on time • Good level of written and spoken English • Some knowledge of using Microsoft packages • Good customer service and communication skills • Good attention to detail
<p>Pay</p>	<p>National Living Wage</p>
<p>How to Apply</p>	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>