



PARENTS AND CHILDREN TOGETHER

## *Volunteer*

## *HR Administrator*

# Role Description

**Reports to: Head of HR**

**Based: Reading**

**Hours/Days: Flexible, office opening hours – 8.30am – 5.00pm Mon – Thurs and 8.30am – 4.00pm Fri**

The HR team at PACT provides a comprehensive personnel service for Staff, Contractors, Volunteers, Panel Members and Trustees.

This varied and worthwhile role will assist the Team with a variety of administrative tasks including recruitment, training and development and general H.R. duties and support.

### Key Tasks

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<input type="checkbox"/>	Providing administrative support to the Head of HR and her Team
<input type="checkbox"/>	Assisting with interview days and HR led training and events
<input type="checkbox"/>	Helping with distinct projects and research
<input type="checkbox"/>	Compiling specific HR packs
<input type="checkbox"/>	General administrative tasks including writing emails, making telephone calls, filing, photocopying and scanning etc.

### Person Specification

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Essential Attributes	
<input type="checkbox"/>	Reliable
<input type="checkbox"/>	High level of attention to detail
<input type="checkbox"/>	Professional approach
<input type="checkbox"/>	Competent IT skills
<input type="checkbox"/>	Team player yet comfortable working on own too
<input type="checkbox"/>	Sound administrative skills
<input type="checkbox"/>	Familiar with working in a confidential environment – able to maintain confidentiality and safekeep sensitive data

<b>All volunteers are required to:</b>	
O	Be subject to a DBS check: Children or Child and Adult Workforce
O	Wear their PACT ID badge
O	Adhere to and sign PACT's confidentiality and safeguarding policies
O	Undertake a full induction and training

### **Boundaries of role:**

Volunteers should not offer personal opinion, recommendations or guidance to visitors regarding their cases or personal circumstances.

Volunteers should adhere to all health and safety and safeguarding policies whilst on site.

Volunteers should immediately report any health and safety and safeguarding issues to a member of staff.

Notify Line Manager within a reasonable time frame if unable to attend.

### **What PACT offers in return for your time, dedication, enthusiasm and skills:**

- Learning and development opportunities
- Comprehensive induction
- Regular supervision, support and feedback
- Valuable work experience with an award winning and highly respected organisation
- Annual social events for volunteers
- Travel expenses