

### **HR Assistant (Part Time – 21 hours)**

Salary - Up to £22,000 (pro rata) per annum depending on experience

Base - Future Business Centre, Cambridge with occasional travel to other sites in London and Peterborough (and possibly elsewhere in the UK from time to time)

Reports to – Human Resources Manager

### **About Us**

Allia is a charity that helps small businesses and charities to develop, grow and achieve their impact aims, through a range of ways. From its Future Business Centres that support local business communities; its support programmes that help entrepreneurs and ventures to grow their ideas and businesses; and through advising and arranging finance for charitable organisations.

Since 1999, with initiatives across the UK that include housing, cleantech and social innovation, it has helped hundreds of start-ups, small businesses and impact ventures to develop and scale, enabling significant employment opportunities, transforming communities and creating positive impact for people, place and planet.

Our people are pivotal to our success and we have grown expediently. Our team is almost 50 strong in 4 locations and we continue to add to this number. We are an equal opportunities employer who embraces diversity, inclusion and flexible working. In fact, we were recently awarded the best not-for-profit employer for employee engagement in the Eastern region. We offer a great working environment, true team working ethos, good benefits and much more.

### **What We Are Looking For**

An HR Assistant to work part time, 21 hours per week. These hours could be 3 standard days or spread across the whole working week (5 days). It will be suited to someone who has a generalist HR background ideally in a charity or not for profit organisation however this is not essential. The overall purpose of the role is working to ensure that the day to day HR requirements and overall HR plan for Allia Future Business Centres and Allia Impact Ltd are executed in a timely manner. In addition to this you will be carrying out HR support for additional companies within the Allia Group and potentially external organisations e.g. tenants.

### **Role Responsibilities**

- To lead on the collation of, and input to, payroll within appropriate timescales to the outsourced provider
- To provide advice on staff training and development to include the research, co-ordination and booking of relevant courses/programmes

- To assist with updating and implementing of policies and procedures
- To coordinate and undertake the onboarding and induction process for all new joiners
- To assist with the pay and benefits processes for the organisation
- To provide advice and assistance to management on items such as policies, procedures and legislation
- To deliver the entire recruitment and selection process for all needs within the organisation, to include advertising, administration and interviews.
- To lead on the updating and maintaining of HR information systems data
- To contribute to continuous improvement of HR systems and practices
- Any other task that is deemed as appropriate and within competence of the individual

### Person Specification

#### Essential

- 1-2 years' experience of working in an HR related role
- Excellent communication skills, written and oral
- A highly organised and efficient approach to work with the ability to be able to multi-task
- Understanding of administrative procedures and ability to instigate new processes
- An appreciation of issues around confidentiality and data protection requirements
- Excellent team working skills
- Proactive with a high level of initiative being able to work alone
- Eligible to live and work in the UK

#### Desirable

- HR experience in a charity or not for profit organisation.
- To be qualified at a foundation level diploma in HR
- Hold a valid driving licence and have own transport

To apply for this role please send an up to date CV with a supporting covering letter highlighting your skills and experience and why we should consider you for the role along with your salary expectations. All applications should be submitted by 14<sup>th</sup> May to [recruitment@allia.org.uk](mailto:recruitment@allia.org.uk)