**Assistant HR Officer (HR, Payroll & Recruitment) – 6 Month FTC Maternity Cover**

**Introduction**

[Warwickshire Wildlife Trust](http://www.warwickshirewildlifetrust.org.uk/) (WWT) is one of the 46 UK Wildlife Trusts. Established in 1956 we are a community organisation in every sense governed by 14 trustees elected from a membership of almost 30,000 people, 99% of whom live in the county, and supported by more than 800 active volunteers. We manage an estate covering 1,000 ha in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of our 65 nature reserves. More than 25,000 local children joined in our environmental education programme last year, and tens of thousands more people came to our two visitor centres at Brandon Marsh and Solihull, or took part in our vibrant and varied programme of events.

However, our reach is also national. As members of the federal structure of Wildlife Trusts we are part of a collective covering the whole of the UK with 800,000 members, 40,000 volunteers and 2,500 nature reserves, working together through a small central unit (the [Royal Society of Wildlife Trusts](http://www.wildlifetrusts.org)). The Wildlife Trusts have a vision of a society where there is more wildlife, more wild places and more people with a strong connection to the natural world. We believe that human beings are part of the natural world, valuable in its own right and as the foundation of our health and wellbeing, as well as our economic prosperity. Being physically and emotionally in touch with wild plants and animals, and with places where they thrive, contributes to our mental and physical health.

Amongst the UK Wildlife Trusts WWT is unique in the amount and proportion of our turnover (66% of £11M in 2023) earnt through commercial operations conducted by a trading subsidiary [Middlemarch Environmental Ltd](http://www.middlemarch-environmental.com/) (Middlemarch) which is wholly-owned by the charity. Exact numbers vary, and seasonal working is standard within Middlemarch, but on average in 2024 WWT employed 225 staff with approximately 87 employed in the charity and the rest in the company. All WWT employees are paid through the same payroll.

The WWT workforce is made up of very different people doing very different jobs in very different places. Many work outdoors with machines, some on construction sites, roads and railways around the UK. Others lead volunteers or children or vulnerable people, or work with tenants and contractors across our portfolio of nature reserves and visitor centres. Some have their performance measured in relation to testing commercial targets, others in relation to ambitious charitable objectives.

**A new and exciting opportunity has arisen to support the growth and the continued development of the HR function across the Trust and Middlemarch Environmental Ltd. The successful applicant will be heavily involved in all aspects of recruitment making sure the applicant and hiring manager experience is exceptional. You will need to be flexible and adaptable to changing priorities and deadlines as no two days will be the same!**

**The HR department consists of a HR Manager (currently on maternity leave) and two HR Officers (one of which is currently on maternity leave). The role will initially report into the Director for Finance and Support Services at the charity. It is supported by consultancy and external resource and has responsibility for the delivery of HR services across WWT. The role will work alongside the existing HR Officer to provide these services.**

**To be successful in this role you would need to have a good understanding of all things HR especially employment law in relation to recruitment and payroll. We can offer you a varied and interesting role where you can really make a difference and your continued professional development will be supported.**

**If you have the skills and experience we are looking for we would love to hear from you.**

**Title: Assistant HR Officer (HR, Payroll & Recruitment)**

|  |  |
| --- | --- |
| **Accountable to:**  | Director- Finance and Support Services |
| **Location:** | Brandon Marsh Nature Centre, Coventry, with regular travel to Middlemarch Head Office (Triumph House, CV5 9AZ), and occasionally throughout the county or further afield. We work on an agile working frame which requires 20% of the working week to be in the office, and 80% working from home. |
| **Salary:**  | Grade 2a (£22,932 to £28,022 dependent on experience) |
| **Liaison with:**  | Warwickshire Wildlife Trust and Middlemarch Environmental staff, Senior Management Teams, Directors Including Neds & CEO, Royal Society of Wildlife Trusts, recruitment agencies, health and wealth management team, payroll, external HR consultants and external systems providers. |
| **Hours:**  | Full time hours (35) on a 6-month FTC maternity coverStart date: Monday 31st March 2025 (tbc) |

**Job Purpose:**

To support the delivery of the HR service across the Trust and its wholly owned subsidiary company Middlemarch Environmental Ltd. Working closely with the HR team and department heads, this role is a generalist role but will focus on payroll, recruitment and ongoing HR operations. We are looking for an individual with a proactive attitude to get involved at an exciting time, assisting the Director of Finance and Support Services to implement change throughout the trust and Middlemarch.

**Key Responsibilities:**

1. ***Payroll***

**1.1** Processing payroll for the Trust and for Middlemarch, end to end.

**1.2** Ensuring all data is captured for payroll, ensuring the relevant systems are kept up to date and documentation is sent out (eg letter confirmations)

**1.3** Calculate holiday pay and holiday adjustments as and when required.

**1.4** Ensure all payroll documents and letters are produced and act as a point of contact for queries relating to payslips (eg payslips and p45s)

**1.5** Maintain and track confidential personal information about employees in line with Data Protection legislation.

1. ***Recruitment – WWT & Middlemarch***

**2.1** Provide high-quality recruitment and selection service to all departments including the use of social media and own the end to end recruitment experience for the applicant.

**2.2** Support managers in the effective preparation, communication and organisation of design of job packs & person specifications. Organise job adverts with external agencies and liaise with external recruiters where appropriate and review application forms, assist in shortlisting, interviewing and selecting candidates.

**2.3** Ensuring end to end recruitment process has been followed, including ensuring candidates are informed throughout the process.

**2.4** Ensuring legal requirements are met during and after the recruitment process including reviewing and updating contracts of employment as and when required.

**2.5** Organise and oversee the induction and onboarding of new staff including offer letter and contracts of employment.

* 1. Assist the management of probationary periods.
1. ***Training – WWT & Middlemarch***

**3.1** Ensure induction training is complete for all new starters.

**3.2** Work with admin teams and managers to maintain accurate and up-to-date training records for all staff.

**3.3** Produce reports on training needs across the Trust and Middlemarch.

* 1. Work with departmental managers/team leaders to analyse training needs.
1. ***System Management – WWT & Middlemarch***

**4.1** Act as the internal expert in WWT’s HR software ([Breathe HR](https://www.breathehr.com/) at the charity, SAGE at the company) using these systems to maximise the fulfilment of all other HR related responsibilities.

**4.2** Input, as appropriate, all employee data into WWT’s HR software in a timely, accurate and consistent manner to ensure the availability of accurate and comprehensive employee management information.

**4.3** Generate HRMI as required for the Trust and Middlemarch monthly across all HR areas.

**4.4** Advise and train colleagues in the use of HR systems and software, as appropriate to their own roles and responsibilities.

1. ***General Management***

**5.1** Support departments with budget management through the provision of salary costs and other on costs related to employment.

**5.2** Act as a point of contact for queries relating to employee benefits.

1. ***Other***

**6.1** Provide HR support and guidance to management on company HR policies and procedures, including employment law advice e.g. disciplinary, grievance, performance. This will be delivered with the support of the external consultancy and HR resource that has been employed during the maternity leave of the HR Manager.

**6.2** HR related project work as required.

**6.3** Promote the work, mission and vision of the Trust and the Company at all appropriate times.

**6.4** Take ownership and ensure continuous development of personal skills and knowledge required for the post, undergoing training and performance review as required by the Trust.

**6.5** Work within all the policies and procedures of the Trust and Middlemarch, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any resources for whom you are responsible.

**6.6** Work at all times within WWT’s Equal Opportunities and Diversity Policy and promote equal opportunities and diversity.

**6.7** Comply with all legal and contractual obligations concerning the responsibilities of your post.

**6.8** Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the CEO and Executive Directors.

**Person Specification (E = essential, D = desirable)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **E** | **D** |
| **Education &** | **Level 2 in Maths and English** | **✓** |  |
| **Qualifications** | **Level 3 CIPD qualifications or above (or working towards) or equivalent** |  | **✓** |
|  | **Experience in continuous professional development** |  | **✓** |
| **Skills** | **Excellent wide-ranging IT skills including the ability to input data and run analytical reports** | **✓** |  |
|  | **A good administrator/organiser, calm under pressure and highly organised and able to plan and prioritise own work to meet tight deadlines** | **✓** |  |
|  | **High degree of numeracy and literacy**  | **✓** |  |
|  | **A full United Kingdom (European Communities Model) driving licence or international equivalent** | **✓** |  |
| **Knowledge** | **A good knowledge in recruitment, systems and delivering a great applicant experience** | **✓** |  |
|  | **Knowledge and understanding of employment law and HR practice, policies, and procedures** | **✓** |  |
|  | **Appreciates and understands the need for confidentiality** | **✓** |  |
| **Experience** | **Demonstrable experience or competency in the key areas of responsibility within the role** | **✓** |  |
|  | **Experience in working with and managing HR systems, including Breathe HR and SAGE** |  | **✓** |
|  | **Experienced in delivering payroll and understanding complex payroll components**  |  | **✓** |
|  | **Experienced in recruitment**  | **✓** |  |
| **Competencies** | **Flexible and adaptable approach with the ability to multitask** | **✓** |  |
| **& Behaviours** | **Able to work with minimum supervision and use own initiative** | **✓** |  |
|  | **High attention to detail**  |  |  |
|  | **Excellent communication skills, both written and verbal****communicator and personable** | **✓** |  |
|  | **Highly organised with the ability to prioritise** | **✓** |  |
|  | **Process driven** | **✓** |  |
|  | **Confidential / Integrity** | **✓** |  |

**GENERAL INFORMATION FOR THE POST AND GUIDANCE FOR COMPLETING AN APPLICATION FORM FOR WARWICKSHIRE WILDLIFE TRUST**

Further information can be found on our web site:

**www.warwickshirewildlifetrust.org.uk**

It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the job description and person specification and which are regarded as essential in order to work effectively in post.

We welcome applicants to get in contact about the position if they require further information or want to discuss specific elements of the role. If you want to get in contact, please contact the recruiting manager’s details detailed as below:

bryn.thomas@wkwt.org.uk

Your application form should provide us with as much relevant information as possible, in as clear and concise a manner as possible.

Specifically, where the application form asks for relevant education, training and qualifications, we do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job.

The section for Relevant Skills, Knowledge and Experience is the most important part of the form. You should use the Person Specification as subheadings providing evidence under each point so we can make an assessment of your suitability.

If you do not use headings provided, the interview panel may have difficulty in determining your suitability for the post.

**References**

You should nominate two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, on offer of employment.

The provision of false or misleading information by a candidate who is appointed will be grounds for termination of employment without notice.

**Selection and Assessment**

The selection panel will comprise of at least 2 people and they will consider your anonymised application objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence in your personal statement.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application, so be explicit about how you meet the criteria.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

Please let us know if you require any adjustments to make our recruitment process more accessible.

**The application deadline will be 11th March 2025, though we may close the application process early at our discretion. Subsequent assessments for short-listed candidates will be in late March.**

All our offers of employment are made, subject to some pre-employment checks, including confirmation of relevant qualifications.

**Equal Opportunities Monitoring**

As an equal opportunities employer, Warwickshire Wildlife Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Warwickshire Wildlife Trust. Individual monitoring forms will be securely destroyed after 6 months. However, the information supplied will be collated and retained for future analysis – personal information will not be included in this.

**Criminal Records**

Some posts within Warwickshire Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Please refer to our recruitment of ex-offender’s procedure. If a conviction is declared on an application form the applicant will be requested to complete a Self-Declaration Form. This will be viewed by the Trust’s safeguarding panel to determine the relevance of any disclosed information to the position applied for.

If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Warwickshire Wildlife Trust and each case will be considered individually.

**Work Permit**

Applicants who are not an EU citizen may need a work permit to work in the UK.

If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust.

**GDPR and data protection**

Warwickshire Wildlife Trust is committed to keeping the people’s personal data safe. Your application form will be treated in the strictest confidence. In line with its privacy policy http://www.warwickshirewildlifetrust.org.uk/privacy Warwickshire Wildlife Trust only uses the personal data you supply for the legitimate interest of this application process. Following the completion of the recruitment process all unsuccessful applications are securely destroyed. The successful candidate’s application is retained within a newly created personnel file for the individual.

**Salary**

Your initial salary will be based on your skills, knowledge and experience, and pay will be reviewed annually by the Trust however a pay review will not automatically result in a pay increase. A pay increase will be dependent upon the financial performance of the Trust. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

This post will be based at the Trust’s offices at Brandon Marsh Nature Centre. Employees may be required to work at other Trust or non-Trust sites from time to time

**Hours of Work**

Our employees work a 35-hour week (full time) at WWT. In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years continuous service and 28 days after 5 years continuous service.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. The employee contributes 4.5% of salary to the scheme and the Trust contributes 7%.

**Notice**

If you choose to leave the Trust you will be required to give one months’ notice.

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.