



Job Description

Job Title: **HR Assistant**

Your place of work: **Remote**

Pilgrims' Friend Society is a registered charity which has been providing Christian care and support to older people for over 200 years. We currently have 14 care homes and 9 independent living housing schemes across England and Scotland where older people can live in warm and secure communities and have opportunities to flourish every day.

As well as providing wonderful places for older Christians to live, we also equip the church with resources for ministry with older people.

Our Christian ethos is central to everything we do, and all our senior and Support Office staff are Christian. If you are a Christian and have recruitment or HR experience, then we'd love to hear from you.

The main purposes of the role

- To assist the HR team in providing recruitment and administration service in order for the team to achieve their vision of being approachable, available, knowledgeable, and helpful support to our managers and teams
- To identify and attract candidates using appropriate methods to satisfy job requirements

Where you fit into the team

You are responsible to the HR Manager.

You will support the Recruitment Lead.

Duties of the HR Assistant

Recruitment

- Work closely with the HR Manager to continuously improve and optimise recruitment and talent attraction strategies across the organisation
- Proactively source candidates using candidate databases, job board databases, and professional networks such as LinkedIn across the organisation
- Repost adverts onto ATS and other job boards
- Ensure positive experience for applicants to Pilgrims' Friend Society jobs
- Support the coordination of interviews, assessments, and onboarding processes, maintaining clear communication with both candidates and hiring managers

General

- Support HR projects and initiatives as directed by the HR Manager
- Support processing of VISA applications from abroad
- Send exit surveys to former staff
- Store completed exit surveys onto SharePoint
- General support of the HR team: minute and notetaking

- Deal with incoming calls and queries from employees and managers, providing support where possible, and/or re-directing to appropriate person
- Proactively develop knowledge and understanding of relevant areas of HR and Social Care sector
- Attend training sessions and participate in professional development opportunities as required
- Carry out any other duties reasonably required, that are within your capabilities, to ensure the smooth operation of Pilgrims' Friend Society's business in relation to HR

(covered above)

Person Specification

- At least 1 year recruitment or HR experience
- Able to manage and organise workload
- Computer literate (must be able to use Microsoft Word, Excel and Outlook)
- Strong attention to detail
- Reliable and responsible
- Able to think outside the box
- Good interpersonal skills
- Communicate effectively with colleagues
- Able to work effectively as part of a team
- Able to work without supervision when required and prioritise effectively

Note that this job description may be expanded or adjusted from time to time according to the needs of the department and the competency of the post-holder.