

JOB DESCRIPTION

JOB TITLE:	HR & Operations Assistant	REFERENCE:	HO1026
-------------------	---------------------------	-------------------	--------

OVERALL PURPOSE OF THE ROLE:

To provide effective and efficient administrative support and coordination of office operations at Brewery Arts, working closely with and reporting to the Interim Head of HR & Operations.

MAIN TASKS

The role holder is required to:

Operations

- Coordinate staff meetings, with diary management, room set up and minute taking.
- Manage office supplies and place orders, processing invoices for payment.
- Open and distribute post to the staff team and deal with outgoing post.
- Carry out car park administration and issuing of parking permits to staff and visitors.
- Assist with keeping accurate records of office IT equipment assigned to employees.
- Assist with general enquiries and ad-hoc administrative tasks as required
- Coordinate general Venue Hire queries working alongside the Interim Head of HR & Operations.

Human Resources

- Coordinate recruitment, writing job adverts, processing applications, arranging interviews and communicating with applicants and interview panels.
- Coordinate admin relating to new staff, inductions, changes and leavers, maintaining staff files.
- Maintain staff and Trustee personal records ensuring they are accurate and up to date.
- Administer DBS (Disclosure & Barring Service) and employment reference checks.
- Assist with booking and recording staff training with external providers.
- Assist with updating of policies and procedures.
- Assist with staff and volunteer communications and events.

Executive Admin

- Liaise with the CEO and Trustees on the scheduling and agenda setting of Board meetings ensuring all papers are in place/distributed for meetings.
- Attend Board meetings and take minutes (these may also be recordings).

Everything we do should have the overall aim of ensuring the Brewery Arts, Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

JOB TITLE:	HR & Operations Assistant
-------------------	---------------------------

We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
• Administration experience	• Essential
• Human Resources experience	• Desirable
• Personal Assistant experience	• Desirable
• Level 3 qualification (A level) or above	• Desirable
• Experience of working in a customer focused environment	• Desirable
SKILLS	
• Excellent communication skills (verbal and written)	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Essential
• High levels of accuracy	• Essential
• Strong problem-solving skills	• Essential
• Minute taking skills	• Desirable
• Aptitude for computer software and maximising its use.	• Desirable
PERSONAL QUALITIES	
• Friendly and approachable manner with a commitment to providing the highest standards of customer service, both internally and externally	• Essential
• Maintain confidentiality at all times	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Desire to improve the way things are done and ability to move with ever changing demands	• Essential
• Ability to negotiate and be assertive when necessary	• Desirable
• Strong commitment to personal and professional development with a willingness to learn new skills.	• Essential
• An interest in the arts and/or film/hospitality.	• Desirable
OTHER REQUIREMENTS	
• First aid certificate or willingness to obtain one.	• Desirable

TERMS & CONDITIONS

JOB TITLE:	HR & Operations Assistant
Contract:	Interim
Pay:	£12.71 per hour
Hours:	16 hours per week (excluding lunch breaks) We are open to discussing hours and working times with the successful candidate.
Holiday Entitlement:	6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service Entitlement is inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Age Limitation:	N/A
Reports to:	Interim Head of HR & Operations
Responsible for:	N/A
Notice Period:	4 weeks
Union:	An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.