

JOB DESCRIPTION & SPECIFICATION	
HR & TRAINING ASSISTANT	
Location	Grosvenor House, 5 Glengall Street, Belfast
Reports to	HR Manager
Project Remit	<p>Belfast Central Mission (BCM) is an award-winning leading charity with social care projects and social enterprises across Northern Ireland. With over 300 staff and volunteers the People team provide valuable leadership and support to enable the delivery of high-quality care to support people at their point of need.</p> <p>We do this by creating a healthy and productive workplace that attracts, retains, supports, engages and develops top talent in line with the organisations mission, values and strategic directives.</p>
Hours of Work	21 hours – 3 days per week – at least 2 days per week on site
Salary	£13,606.32 per annum
Contract Type	Permanent
Pension	4% employer contribution (after 3 months of service)
Holidays	<p>20 days per annum (pro rata) increasing by 2 days on 5 years-service and a further 3 days on 10 years-service.</p> <p>12 Public Holidays per annum (pro rata)</p>
Sick Scheme	Sick scheme - 4 weeks full pay & 4 weeks half pay (pro rata) in any 12-month rolling period. (After one years' service)
Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan and additional benefit of unlimited MRI and CT scans and 1 PET scan within a 12 month period • Westfield Health Rewards • Learning & Development opportunities • Long service annual leave increments and scheme

Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • At least one years' experience working in an admin role, preferably within an HR or Training Team. • Demonstrable experience of supporting end to end recruitment processes. • Experience with HRIS systems and training coordination is preferable.
Skills & Knowledge	<ul style="list-style-type: none"> • Understanding of basic HR functions, such as recruitment, onboarding and training. • Must be proficient in the use of MS Office (Outlook / Word / Excel). • Excellent communication skills, written and verbal. • Demonstrable problem solving skills and solutions focused. • Resilient under pressure and self-motivated in a fast paced and demanding environment. • Strong administration and organisational skills.
Circumstances	<ul style="list-style-type: none"> • Ability to travel to all BCM sites as and when required. • Ability to be flexible to meet the needs of the role.
The successful candidates will require	
Access NI	This Post is subject to a basic Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.

Job Description

<p>Scope of Responsibility</p>	<p>The HR & Training Assistant supports the People department's operations and ensuring the smooth implementation of training programs. This role involves administrative and logistical support to the People team, assisting in recruitment processes, employee onboarding, training coordination, and maintaining employee records.</p> <p>This role will work closely with the People Partners to foster a positive and inclusive work environment, ensuring that BCM's values and mission are upheld.</p>
<p>Key Areas of Responsibility</p>	<p><u>Recruitment & Onboarding</u></p> <ul style="list-style-type: none"> • Assist in the recruitment process, including job postings, scheduling interviews, and coordinating communication with candidates. • Support the onboarding process for new hires, including preparation of onboarding materials, induction schedules, and necessary documentation. • Prepare and distribute new employee induction packs. <p><u>Training Coordination</u></p> <ul style="list-style-type: none"> • Coordinate training sessions, workshops, and seminars, including scheduling, venue arrangements, and communication with participants. • Assist in the development of training materials, presentations, and handouts. • Maintain training records, track employee training progress, and update the training database. • Provide logistical support for online and in-person training sessions. <p><u>Employee Records Management</u></p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date employee records in HRIS and physical files. • Ensure confidentiality and security of employee information. • Prepare and update employee reports and statistics as required.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.