



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSE's grade c or above including maths and English	√	
Relevant qualification in HR, level 3 and above	√	
Minimum 2 years' experience within a HR function.	√	
Working towards CIPD qualification		√
Skills		
Good organisational skills and a strong attention to detail	√	
Strong interpersonal skills and the ability to communicate effectively both verbally and in writing, with a range of people and organisations.	√	
Ability to manage and prioritise own workload including meeting deadlines whilst maintaining a flexible approach.	√	
Ability to work well under pressure	√	
A good standard of English written and verbal	√	
To be IT literate – SAGE, MS office, Excel	√	
Ability to maintain high levels of confidentiality	√	
Ability to work independently and as part of a team and at all levels in the company	√	
Ability to deliver in house training		√
Experience/Knowledge		
Experience of providing advice on HR issues to managers, supervisors and staff.	√	
Experience of working in the voluntary and / or community sector (paid / voluntary).	√	
Experience of and / or good working knowledge of Health and Safety in the Workplace		√
An understanding of what enables people to engage and participate	√	
An understanding of and commitment to both equal opportunities and social inclusion	√	
Experience of HR Policy development	√	
Experience of working in the not-for-profit sector		√

Personal Qualities		
High degree of integrity	√	
Willingness to undergo training for professional development	√	
Non-judgemental, empathic approach with people	√	
Enthusiastic, flexible approach, including working at weekends and evenings, travelling to different departments across the sites from which we operate.	√	