

Job description

Job Title:	HR & Compliance Administrator
Reporting to:	Head of People and Culture
Direct reports:	None
Hours:	35 - Core working hours are between 1000 and 1600. Monday to Friday.
Contract:	Permanent
Salary:	£29,597
Location:	The House of St Barnabas, 1 Greek Street, London, W1D 4NQ

When preparing your application, please can you include a cover letter, C.V. and your response to the below questions.

- Can you tell us why the impact and mission of the House of St Barnabas interests you?
- The job role will service multiple teams covering a range of requirements, please outline your experience with:
- The job role includes a high level of attention to detail, planning and organising, can you tell us how your previous experience has helped develop you in these 3 areas (attention to detail / planning / organising) and how competent would you say you are.

Please send your application which will include your C.V., cover letter & response to the above questions through to jobs@hosb.org.uk. Closing date 7th July 2023.

1st Interview dates 13th July 26th July 2023 (An inclusive exercise / test will be included)

2nd Interview dates 1st & 2nd August 2023

“The House of St Barnabas is one of my favourite hidden gems in London, a beautiful space to escape to. As a community builder I appreciate and support the great work they do in changing and supporting people’s lives.”

- Charlie Dark, movement maker, musician, DJ and founder of Run Dem Crew

“Soho is the roots, the premises of the House of St Barnabas is the trunk, the charity is the branches and the members are the blossom of this huge tree which has grown into a source of hope in London.”

- Hadi, Employment Academy Graduate

About us

Our vision is of a future where lasting good work, a secure home and a supportive network are a reality for those affected by homelessness.

Our mission is to break the cycle of homelessness.

House of St Barnabas is a charity and not-for-profit private members club. We deliver our mission through our Employment Academy, through which participants experience a holistic programme of long-term support, helping them secure good work, a good home and a good network. Underpinning our Employment Academy is our vibrant member's club based in our grade 1 listed building, right in the heart of Soho. We fund our work through the profit we make from our club alongside innovation in fundraising.

For our model to work, we aim to run an outstanding private members club; bringing together a community of creative people from diverse experiences and expertise, who have come together around a shared ideal of creating a fairer, better society.

We are looking for a special individual to join us who is excited to play a part in supporting people's journey towards lasting paid employment and independence.

[Commitment to inclusion](#)

We're an equal opportunities employer, and proud of it. Every applicant and employee is afforded the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression.

We encourage applications from candidates with lived experience of homelessness.

[Job Summary](#)

We are looking for an organised process person to ensure outstanding administration of our Compliance, People and Governance activities. You will need previous experience of such a role to be able to hit the ground running. You will pride yourself on attention to detail, excellent process management and system skills and a hunger for striving for continual improvement. You will be excited by working in a dynamic organisation and committed to cross-team working as a means of engaging staff in operations and people development.

[Areas of responsibility](#)

- Provision of a comprehensive People & Compliance support service encompassing a range of activities including recruitment & induction, leavers, training, sickness absence processes, documentation related to changes to employment, GDPR compliance & IT Administration.

HR Administration

- Board meeting preparation, minutes, and support such as room bookings, refreshments etc.
- Support Line Managers with administration and notetaking for disciplinary and grievance and sickness absence.
- Co-ordination, administration, and execution of House of St Barnabas's corporate induction of new starters both for people and health & safety.
- Provide regular statistical reports on a range of people issues such as, sickness absence, training and development, starters, and leavers etc.
- Accurate tracking of all DBS renewals and implement the process of biannual checks to ensure continued compliance.
- Administer the policy register to ensure compliance on policy reviews and robust version control.
- Keep our high escalation What's App group up to date with colleague starters and leavers.

Data Protection & GDPR Administration

- Train, support, and guide managers in the use of various processes including GDPR, recruitment, and Induction.
- Monitor and generate regular statistical reports on GDPR compliance with audits and actions.
- Carry out GDPR monitoring checks and departmental audits.

IT & general compliance administration

- Manage operations phone line and inboxes as the first point of contact.
- Assist the head of operations with compiling health & safety reports & risk assessments ensuring compliance documents are up to date on the H&S electronic portal. Actively play a role in the H&S Working Group.
- Establish and implement weekly reports to track any compliance actions or documentation that is due to expire and ensuring timely renewal.
- Set up desks for new starters ensuring all stationery and IT equipment is in place.
- Work with the operations team to effectively manage IT supplies.
- Troubleshoot basic IT needs for the wider team and report IT issues to IT support service, being the link between the House of St Barnabas and the Third-Party IT support organisation.
- Create inventory and manage IT equipment.
- Lead on archive auditing and managing historic archives with our provider.
- Own the regular review of the disaster management plan and work with the Head of Operations to ensure that it is up to date and compliant.
- Ensure that all display screen assessments are up to date.
- Utilise safe systems of work for all tasks and equipment - training will be given.
- Responsible for communicating any external events that affect the office environment, e.g., Up and coming tube strikes.

Tasks are not limited to the list above

Integrity

- Act in a professional and courteous manner always.
- Keep all House of St Barnabas business & HR information confidential.
- Inform your manager or department director of any information that may be detrimental to House of St Barnabas
- Promote House of St Barnabas in a positive way and always adhere to our organisational code of conduct.

Key working relationships

- Colleagues - working collaboratively, sharing information, supporting new team members during induction.
- Leadership Team - Support and advise the leadership team with any systems, GDPR, IT and basic HR issues that may arise.
- Employment Academy participants - support when on work experience within the team
- Customers - always helpful and provide great customer service when among members. Build an external network for those who provide services to us within the People team.

Person specification

Essential

- High attention to detail.
- Able to create solid working relationships and cross team working.
- Advanced knowledge of all Microsoft Office packages.
- Maintain databases accurately.
- Understanding basic HR policies and procedures & experience using HR systems.
- Experience in induction and recruitment procedures
- Experience in handling pre-employment checks, particularly DBS and right to work checks.
- A working knowledge of Data Protection, GDPR and employment legislation.
- Board meeting preparation, minutes, and governance support
- Solid experience of assimilating and summarising key information in notetaking and minutes for a variety of audiences including the Trustee board.

Desirable

- CIPD affiliation.
- IT support knowledge.
- Experience of Fire Warden or First Aid duties.
- Experience working with HR in a hospitality or other retail type environment.

Personal qualities

- Passion for our purpose to break the cycle of homelessness.
- Strong commitment to Equity, Diversity, and Inclusion
- Clear commitment to our values: encouraging, creative, social, and inclusive.

