

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Human Resources Assistant x 1
STATUS	Full-time (based at the head office in Bolton)
HOURS	37.5 hours per week
RESPONSIBLE TO	HR Officer
SALARY	Starting from £21,000 per annum (dependent on experience)

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

UWT are searching for a HR assistant to support effective and efficient operations of the charity's Human Resource Department.

OVERALL DUTIES

You will assist in the following activities:

- Recruitment - contributing to interview panels, pre-recruitment checks, onboarding, keeping records of all recruitment activity
- Training & Development – administering the logistics of staff training, keeping records of all staff training
- Record keeping - Maintaining accurate and up-to-date paper, electronic & digital staff records
- Performance Management - keeping records of all annual appraisals and performance conversations, assisting in the administrative aspects of disciplinary, grievance and employee casework
- Time sheets and payroll - helping line managers to maintain staff attendance and leave records, participating in the payroll process to ensure that staff are paid correctly on time
- Welfare, working culture & environment – helping to administer the charity's health & safety systems and processes, assist in organising and setting up staff annual gatherings and team bonding events, suggesting improvements to the current HR functions/systems/processes
- Any other activities that are commensurate to this post.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	CIPD level 3 or equivalent	Essential
	Educated to A level or equivalent	Essential
Experience	1 years' experience in a previous HR role	Essential
Skills / Abilities	Good interpersonal skills to form effective working relationships with people at all levels	Essential
	Integrity and approachable - as managers and staff must feel able to discuss sensitive and confidential issues with you	Essential
	Ability to work under pressure, prioritise work/manage competing priorities and manage service delivery targets within tight time constraints	Essential
	Strong verbal and written communication skills	Essential
	Proficiency in using Microsoft Office Packages – especially Word and Excel.	Essential
	Ability to compile statistical data, interpret and translate this into a coherent report to assist decision making	Desirable
Knowledge and understanding	Basic knowledge of labour / employment law	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential

This post is subject to a Disclosure and Barring Service (DBS) check.

The closing date for applications is **15th October 2023**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661049