

Job Description

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



Reg. Charity No. 1000851

ROLE	Human Resources Administrator x 1
STATUS	Full-time (based at the head office in Bolton)
HOURS	40 hours per week
RESPONSIBLE TO	Chief Operating Officer
SALARY	£24,000 – £27,000 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 Administrator to take sole charge of the UWT's exciting HR operations to recruit, develop and retain a dynamic and professional workforce to serve the wide-ranging needs of the most needy within our Ummah.

OVERALL DUTIES

As a HR Administrator, you will implement and administer HR policies and systems, and deliver activities within the following work areas:

1. Recruitment, selection & induction
2. Employee Onboarding
3. Performance Management
4. Compensation and Benefits
5. Policy Implementation and Compliance
6. Health and Safety
7. Legal Compliance
8. Budgeting
9. Collaboration with Management
10. Staff Duty of Care
11. Records Management

MAIN DUTIES

You will assist in the following activities:

- The recruitment cycle (i.e. Drafting JDs, advertising, contributing to shortlisting & interview panels, pre-recruitment checks, onboarding, induction, keeping records of all recruitment activity);
- Implement the Performance Management System (PMS), (i.e. supporting line managers in setting annual

performance and development objectives, ensuring that PM conversations are held within the annual timescales, keeping records of all performance conversations and outcomes, contributing to disciplinary, grievance and employee performance casework);

- Administering the annual organisational training programme and budget (supporting line managers to enrol staff on approved training courses, liaising with finance and procurement to process payments, keeping a record of all training attended by individual staff);
- Contributing to time sheets and payroll activities (i.e. helping line managers to maintain staff attendance and leave records, participating in the payroll process to ensure that staff are paid correctly on time);
- Taking part in activities and initiatives to improve the working culture, environment and employee experience (i.e. Maintaining confidential staff records, creating management information and reports to inform the development of HR policies and initiatives, contributing to staff annual gatherings and team bonding events, assist in the organisation's health & safety programme, arranging support services for staff (i.e. counselling), suggesting on improvements to the current HR functions/systems/processes;
- Serve as one of the focal points of contact for HR related legal and professional correspondence with solicitors and insurance advisors.
- Develop and implement performance management systems.
- Facilitate performance evaluations in coordination with all UWT departmental managers and provide feedback to employees.
- Prepare reports for management on HR-related matters.
- Stay informed about labour laws and regulations affecting the organisation.
- Ensure HR practices align with legal requirements.
- Collaborate with finance to develop and manage the HR budget.
- Monitor and control HR-related expenses.
- Provide HR expertise in strategic planning and decision-making.
- Maintain accurate and up-to-date employee records.
- Ensure compliance with data protection and privacy laws.
- Any other activities that are commensurate to this post.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Educated to A level or equivalent	Essential
	CIPD level 5 or equivalent	Desirable
Experience	2 years' experience in a previous HR generalist role of administering payroll	Desirable
	Proven experience of working as an independent HR administrator managing all HR functions	Highly desirable
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
	Diplomacy and the ability to deal with situations that are stressful to others	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
	Strong numeracy and IT skills. 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	Comfortable to analyse, interpret and explain complex legislation and contractual information	Essential
	Proactively staying updated on employment related legislation, rules and regulations	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

The closing date for applications is **1st April 2024**, 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

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