**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations who can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

***TCHC is a disability confident committed employer.***

**Who are we looking for?**

TCHC is looking for a Recruitment & HR Administrator with outstanding administrative and communication skills to assist the HR Manager within the HR Department.

You will be responsible for the company recruitment including all the aspects of new hire onboarding and HR administration.

|  |  |
| --- | --- |
| **Job Title:** | Recruitment & HR Administrator |
| **Location:** | Watford (Head Office) |
| **Working Hours:** | 9:00 am to 5:30 pm, Monday to Friday, 1-hour lunch, 37.5 hours per week |
| **Contract Type:** | Perm |
| **Reports to:** | HR Manager  |
| **Salary Band:** | Up to £28,000 per annum  |

**What are we looking for?**

**Qualifications and requirements:**

* Bachelor's degree in human resources or L3 CIPD (desirable).
* 2 years of experience as a Recruitment/HR Administration (essential).
* Exposure to labour law and employment equity regulations (desirable).
* Effective HR administration (essential).
* Full understanding of HR functions and best practices (desirable).
* Excellent written and verbal communication skills (essential).
* Works well under pressure and meets tight deadlines (essential).
* Ability to multi-task and be adaptable (essential)
* Highly computer literate with capability in email, MS Office, and related business and communication tools (essential).
* Strong organizational and time management skills (essential).
* Strong decision-making and problem-solving skills (essential).
* Meticulous attention to detail (essential).
* Ability to accurately follow instructions (essential).

**Main Tasks & Responsibilities**

* Responsible for the recruitment process by identifying candidates, including scheduling interviews supporting the hiring manager's interview paperwork and conducting 1ST Interviews with potential candidates.
* Liaise with Directors and Line Managers to establish their recruitment needs.
* Utilise LinkedIn, job boards and associated groups to source potential employees for open vacancies
* Utilise and maintain the recruitment platform.
* Liaise with the marketing department for adverts
* Liaise with the safeguarding team regarding the pre-interviews and pre-employment checks
* Set up new hires in the HR platform and issue employment contracts
* Perform orientations and update records of new staff Support all internal and external HR-related inquiries or requests and coordinate staff training.
* Monitoring deadlines of tasks.
* Maintain digital and electronic records of employees including termination paperwork and exit interviews.
* Assist with performance management procedures.
* Keep up-to-date with the latest HR trends and best practices.
* Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility or with whom you come into contact and adhere to TCHC’s Safeguarding and Prevent policies.

**Awarding bodies/Funders/OFSTED**

* Follow all company policies and procedures.
* Be familiar with and research updates to qualification specifications and handbooks for subjects’ quality assured.
* Participate in OFSTED inspections as required.
* Be very familiar with key company policies.

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period after 1 year of service.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance after the probationary period.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company after the probationary period.
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years’ of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>