

HR and Recruitment Administrator Recruitment Pack



About us



We're Supportability

Since 1953 we have been supporting children, young people and adults with a wide range of complex learning and physical disabilities. Our aim is to enable those with a learning and physical disability to live a fulfilled and independent life.

How do we help?

Put simply – we 'Support'.

We're passionate about providing quality support services that enable those with complex learning and physical disabilities to access and use their inherent capabilities. Supportability enables those with a learning and physical disability to enjoy and take part in everyday life experiences.

Our Vision

Where people with a learning and/or physical disability are present and active participants in their local community and have the opportunity to live fulfilled lives.

Our Mission

To stand alongside the people we support, providing them with the skills, opportunities and confidence to participate as they would choose in the life of their communities.

Our Values



Values

→ **Opportunity** Where people thrive through choice.

→ **Inclusive** Respecting and championing our differences.

→ **Caring** Caring for each other in a way that we would wish to be cared for.

→ **Wellbeing** Creating meaningful relationships and having good support networks.

Our Services



Day Opportunities

We offer activities at our day service in Heaton Moor to adults who have learning disabilities and complex needs.

Activities include accessible yoga, computers and IT, cookery, crafts, dance, days out, music, relaxation, sports, accessible cycling and more.

Leisure Choices

Our daytime, Saturday and evening leisure groups offer a wide range of both outdoor and indoor activities in Stockport and the surrounding areas, providing opportunities to socialise, keep active and have fun.

Activities include; accessible cycling, crazy golf, indoor bowling, outdoor archery, trips to museums and galleries, walks in country parks and more.

Residential Care

Supportability offers residential care at Cheddle Lodge, a purpose-built home located close to Cheadle town centre. We can accommodate up to 13 residents aged 18 plus.

Cheddle Lodge specialises in providing care and support to adults who have learning disabilities and complex needs.

Our Benefits

Annual Leave

There is a basic entitlement for all staff of 30 days annual leave (210 hours) per annum for full time employees inclusive of bank holidays (pro rata for part time employees based on the number of contracted hours worked). This entitlement increases with length of service.

Company Sick Pay

Depending on your length of service, you may be entitled to company sick pay. This also includes any entitlement to statutory sick pay (SSP).

Employee Assistance Programme

Access to a 24/7 helpline to talk to someone about a range of issues including family, bereavement, trauma, relationships, mental health, personal legal information, tax information, money management and more.

GP Anytime

As part of our partnership with Health Shield, you can speak to a GP face-to-face on the go. Appointments are accessible on your mobile, tablet or laptop and you can have your prescription delivered straight to your home address.

Health Cash Plan

You can claim back payments on certain health treatments as part of our partnership with Health Shield. This includes dental (including emergencies), optical, chiropody, podiatry, physiotherapy and more.

Maternity and Paternity package

We offer 12 weeks at 50% of salary, inclusive of statutory maternity pay. We offer two weeks paid paternity leave.

Pension scheme

Employees will be automatically enrolled into a scheme provided by Now Pensions in their third month of employment if they meet the eligibility criteria.

Training and development

Supportability is committed to the learning and development of its employees.

HR and Recruitment Administrator Role Description

Hours

16 hours

Salary

Point 22-24 – Starting at £13.88 per hour

Reports to: Head of HR

Main purpose

To provide professional HR and recruitment administrative support for a range of tasks across the HR team, with a specific focus on managing the recruitment cycle from candidate attraction, through to a successful offer of employment and to assist in the everyday running of a busy HR team.

To uphold and promote Supportability's values of;

- Opportunity – where people thrive through choice.
- Inclusive – Respecting and championing our differences.
- Caring - Caring for each other in a way that we would wish to be cared for.
- Wellbeing – Create meaningful relationships and having good support networks.

Key Accountabilities:

Vacancy Management

- Draft and post adverts on relevant jobs boards (including regularly refreshing), circulating internally and externally as appropriate and creating the necessary job role packs per job role.

Application / Candidate Management

- Be the point of contact for all candidates going through the recruitment process.
- Promptly review, shortlist and contact all candidates throughout the full recruitment cycle.
- Arrange interviews and liaise with the recruiting manager accordingly. Administrate any necessary recruitment exercises, dependent on the job role.

- Gain feedback from recruiting managers and collate all necessary paperwork.
- Feedback to candidates as and when required.
- Administer all offers of employment, once accepted, pass the candidate over to the HR administrator for onboarding checks.

HR Administration Support

- Support the HR administrator with onboarding checks as and when required.
- Maintain the agency worker compliance tracker with both services to ensure agency workers used are fully compliant by way of vetting.
- Administrate all employee benefits processes, such as completing regular maintenance and reporting on Care Friends and Healthshield.
- Complete monthly annual leave reports per service / department.
- Work alongside the HR Advisor and the HR Administrator and cover for the HR Administrator in times of absence and annual leave.
- Assist in the maintenance and timely responses to queries and requests that come to the HR Inbox and manage all reference requests in a timely manner.
- Minute take for any sensitive meetings across the organisation where HR input is required.
- Ensure that HR filing systems are kept up to date and documentation is archived in line with statutory retention guidelines.
- Support any other ad hoc administrative tasks within the HR Team.
- Produce HR Management Information reports as required.
- Assist with any other ad hoc duties required as and when the business may require them.

Key Competencies

- Communication – strong written and verbal skills and excellent rapport building skills.
- Planning and organising – prioritises workload to meet the needs of the business and it's customers. Manages own time well to meet competing priorities, self-motivated and able to work with minimal supervision
- Adaptability – adapts quickly and flexibly to new demands and change and able to work and stay calm under pressure.
- Positive attitude – shows resilience and reliability under pressure
- Delivery of results – delivers results on time and with attention to detail working in a confidential and professional manner
- Is able to maintain confidentiality at all times.

HR and Recruitment Administrator Person Specification

Knowledge, skills and experience

- Experience of working within a fast-paced business, prioritising workload often with conflicting priorities, time management and working to tight deadlines.
- Experience of maintaining comprehensive records.
- Ability to communicate effectively with internal and external contacts at all levels.
- Ability to deal sensitively and appropriately with confidential information.
- Confidence using IT packages.
- Excellent communicator and able to build relationships quickly.
- Experience in HR / Recruitment processes would be beneficial.

How to apply



Please send your CV and covering letter demonstrating how you meet the requirements of the role to Rachel Chadwick, Head of HR at hr@supportability.org.uk

Please note that successful appointments will be subject to a Standard DBS check, two satisfactory references, valid right to work in the UK and occupational health clearance.

If you require any reasonable adjustments for your application or interview, please contact hr@supportability.org.uk.



www.supportability.org.uk



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