



People Admin Assistant

Closing date: 9am on Thursday 24 February 2022

Application Pack

People Admin Assistant (part-time role)

Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2,400,000 acres protected and over 2,000,000 native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

Job Summary

The People Administrator will support the People function as an integral part of the Operations Team, providing efficient and confidential People administration support across all aspects of the day-to-day work.

We are looking for a candidate who is keen to work in an environment where they can use their existing skills, with opportunities to develop both in the role and professionally within the field of Human Resources. The successful candidate will be someone with experience of working within a confidential environment in an administrative role, ideally within HR, with exceptional organisational and administration skills and a strong IT focus. A finisher, who enjoys tying up the loose ends and ensuring that supporting processes are in place, who has an approachable manner and is a collaborative team member with the ability to establish and maintain positive working relationships in line with our values.

We're happy to talk flexible working, from day one.

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.



WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

Application Pack Job Description

People Admin Assistant

Reporting To: People Manager

Job Purpose

The People Administrator will support the People function as an integral part of the Operations Team, providing efficient and confidential People administration support across all aspects of the day-to-day work.

Main duties and responsibilities

- Provide advice and guidance to managers and staff on the application of People policies.
- Support the administration of recruitment campaigns, liaising with candidates and maintaining accurate records of progress.
- Assist with the on-boarding of new joiners, including pre-employment checks and collation of signed documentation.
- Administration of leavers and contractual changes for all employees, including liaising with Payroll in a timely manner.
- Monitor relevant email accounts, prioritising and initiating actions for response in liaison with the People Manager, as appropriate.
- Maintain manual and computerised records and systems to ensure documents are filed appropriately taking account of confidentiality, that they are up to date and complete, in line with data protection and GDPR legislation, including sickness absence documentation and recording.
- Raise purchase orders and liaise with Accounts regarding the prompt payment of invoices.
- Assist with the scanning and indexing of employee documents to ensure that all records for current staff are available electronically.
- Identify and assist with improvements to People processes, systems and policies, working on projects as and when required.
- Undertake other activities as identified by the People Manager, commensurate with skills, experience, pay level and role.

The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.

Application Pack

Person Specification

- Experience of working within a confidential environment in an administrative role, ideally with experience of working in an HR/People role.
- Excellent IT skills with knowledge of a range of computer packages e.g. Microsoft Office, particularly Outlook, Word and Excel, as well as Teams.
- Experience of accurate data entry into a database, ideally an HR database including the production of reports and queries.
- Confident and approachable manner in working with others, recognising the need to deal with staff and wider stakeholders sensitively, confidentially and at times with empathy.
- Exceptionally well organized with the ability to multitask and work to deadlines whilst demonstrating attention to detail and accuracy.
- A finisher who enjoys tying up the loose ends and ensuring that supporting processes and admin function effectively.
- Pro-active and collaborative team member with the ability to establish and maintain positive working relationships.

How to Apply

Please log your details and upload your CV and covering letter, which must state how you feel your skills and experience meet the requirements of the role, using the link below.

<https://hr.breathehr.com/v/people-admin-assistant-part-time-21160>

If you have any questions not answered in this application pack, or you are having difficulty uploading your documents, please email Jobs@worldlandtrust.org.

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Interviews are expected to take place on **Wednesday 09 March 2022**.

Application Pack

Terms and Conditions

Duration of Contract: Open term contract

Probationary Period: Six months

Salary: £6,429pa, which is pro-rata to the full-time equivalent of £18,750 pa

Location: Our contractual place of work is at our offices in Halesworth, Suffolk, however we encourage conversations from the first day of employment around flexible and hybrid working in line with our discretionary Flexible Working Policy.

Hours of Work: We feel that this position is part-time, around 12 hours per week. Our normal working days are Monday to Friday inclusive and we are open to discussions around preferences for how the hours are worked, dependent on the role requirements and availability within the team. Our preference is for working days to include Tuesday to Thursday.

Notice period: One month following successful completion of probationary period.

Main Benefits: 33 days' annual holiday entitlement (including Bank Holidays) pro rata for part-time working hours.

Pension Salary Exchange scheme with an employer's contribution of 5% and minimum employee contribution of 3%. Option to build personal pension funds in the Stewardship Lifestyle Strategy, which has exclusions in relation to animal welfare and environmental concerns, including mining.

Group Life Assurance scheme, currently set at a benefit of 4 x basic salary.

Employee Assistance Programme, including access to counselling and a wellbeing helpline.