



**HR Administrator, Head Office, London (NI)**

**37 hours per week**

**Grade 2 (lower) - £23,545 - £26,155 per annum including Inner London Weighting**

**Permanent Contract**

**Are you an skilled communicator with excellent attention to detail? Are you passionate about providing a fantastic HR service to the organisation and supporting the smooth running of all HR processes? If so, this may be the role for you.**

Family Action is a charity that transforms lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with over 60,000 families every year in 160 community-based services across England and the Isle of Man.

We are looking for a self-motivated, confident HR Administrator with excellent organisation skills to be the first point of contact for general HR queries, supporting a busy HR team, as well as coordinating the employee lifecycle across payroll and HR .

We need a solution focused Administrator with strong numeracy and IT skills with experience of using HR systems and databases. This is a busy role and we are looking for an experienced and passionate HR Administrator to join our small and friendly HR team. This role could also be a fantastic opportunity for a strong administrator looking to develop a career in HR. If you are looking to be involved in wider aspects of HR, there will be opportunities to support the team and be involved in project work.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information, including the benefits we offer, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus).**

**Please email completed applications to: [completed.application29@family-action.org.uk](mailto:completed.application29@family-action.org.uk)**

**Closing date:** 14th April 2021, 9am

**Interview date:** TBC

No agencies please – as a charity we work hard to keep our costs down and therefore will not be engaging agencies to support this recruitment.