

# Current Opportunities



**Position:** HR Administrator  
**Pay:** £16,823 per annum pro rata  
**Job type:** Permanent part time  
**Working hours:** Up to 25 hours per week  
**Working pattern:** Preference 5 hrs per day, Monday to Friday but open to discussion.

## About the role

This role is a fantastic opportunity for an experienced administrator who is looking for an opportunity to develop within a Human Resources team. It is a varied and busy role which will either help to build on or broaden your current HR experience or provide your first step into an HR role.

You will be required to deliver comprehensive administrative support to the small but very busy HR Team by taking ownership of all HR administration, as well as supporting on change and development activities, and will be the first point of contact for all internal and external HR enquiries. The role provides support to both Culture Coventry Trust and CV Life on a shared services basis.

The successful candidate will have excellent interpersonal skills and must be able to demonstrate professional integrity along with strong administrative skills and keen attention to detail. The role will also require someone who is well organised and able to work flexibly with changing priorities, taking a proactive and team player approach to support the busy environment.

## About the organisations

**Culture Coventry Trust** is one of Britain's most exciting arts and heritage organisations. Its mission is to promote innovative and creative arts activities in ways which help to establish them as a significant part of people's lives. The Trust supports a regular programme of exhibitions, educational workshops and performances and attracts over 700,000 visitors of all ages per year.

Within the Trust we have Coventry Transport Museum, The Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City. Therefore, the Trust plays a unique role in Coventry's cultural development and is actively taking part in the Coventry City of Culture for 2021.

**CV Life** is a charitable trust with a mission to provide a wide range of sporting, educational and social activities to under-represented and disadvantaged community groups and individuals within Coventry. Facilities include The Wave Waterpark and Mana Spa, XCEL Leisure Centre, Alan Higgs Leisure Centre, Centre AT7, Moat House Leisure Centre and Brandon Wood Golf Course.

### We are looking for candidates who have:

- Well-developed interpersonal skills to be a team player and an approachable manner
- The ability to be proactive and can work on their own initiative
- Strong administration skills with a keen attention to detail
- Exceptional organisation skills with the ability to manage changing priorities in a busy environment
- Demonstrable professional integrity
- Sound administration experience
- Strong IT skills and proficiency in Microsoft Office applications

### Key responsibilities will include:

- Acting as first point of contact for all initial internal and external HR enquiries, signposting onwards as appropriate.
- Completing the administration and processes for the recruitment, training, absence, annual leave, starters and leavers etc.
- Maintaining electronic and hard copy record systems and supporting the payroll process with monthly adjustments.
- Updating HR statistics for absence, headcount, recruitment etc. for inclusion into monthly reporting and providing note taking support for formal HR meetings.

Please note this post will be based at the Coventry Transport Museum, but you may be required work across other Culture Coventry and CV Life sites within the Coventry area.

**Closing date for applications: Friday, 4<sup>th</sup> December 2020**