**Current Opportunities**

**Position:** HR Administrator and PA to CEO

**Pay:** £17,372 - £20,849 per annum dep on experience

& qualifications

**Job type:** Permanent full time role

**Working hours:** 37 hours per week

**Working pattern:** 8:30 – 17:00 Mon – Thu, 8:30 – 16:30 Fri

**About the role**

This role is a fantastic opportunity for an experienced HR administrator who is working towards their Certificate in HR Practice/CIPD qualification, or has recently qualified, as this varied and busy role will help to broaden your HR experience within an organisation that is going through cultural change.

You will be required to deliver comprehensive administrative support to the HR Manager 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. You will also be the PA to our CEO and provide efficient administrative support to other members of the Senior Leadership Team, helping to co-ordinate and manage diaries, manage email accounts, take meeting minutes and produce high quality correspondence.

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

**About the organisation**

Culture Coventry Trust is one of Britain’s most exciting arts and heritage organisations. Our mission is to be Coventry’s leading arts and cultural organisation, which we aim to achieve through collaboration with cultural partners and the local community, helping to ensure Coventry appreciates and celebrates its rich history and diversity, as a recognised centre of national significance. The Trust therefore plays a unique role in Coventry’s cultural development and is actively taking part in the Coventry City of Culture bid for 2021.

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. We support a regular programme of events, exhibitions and educational sessions and workshops, and attract over 700,000 visitors of all ages per year.

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| **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 HR administration experience
* Started or achieved a HR qualification
* Experience of provided support to senior management
* 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.
* Providing PA support to the CEO and other members of the Senior Leadership team as and when required, such as managing Outlook diaries and mailboxes, taking minutes for meetings, producing high quality correspondence.
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Please note this post will be based at the Coventry Transport Museum, but you may be required work across other Culture Coventry sites from time to time.

**Closing date for applications : 2nd April 2017**