**Current Opportunities**

**Position:** HR Assistant

**Pay:** Competitive based on experience

**Job type:** Fixed Term, 12 Months

**Working hours:** Part Time - 25 hours per week

**Working pattern:** 10:00 – 15:00 Mon – Fri

**About the role**

Culture Coventry has a fantastic opportunity for an experienced and outgoing HR Assistant, as this varied and busy role will help to broaden your HR experience within a cultural organisation.

You will be required to deliver comprehensive support to the HR Advisor by being the first point of contact for all internal and external HR enquiries. You will also be responsible for providing administrative support across a wide range of HR work streams in a small and very busy team.

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 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
* 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.
* Coordinating and administer the recruitment and selection process.
* Maintain 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.
* Minute Taking for managers and trustees
* Ad hoc administration work
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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 : 20th January 2019**

**Interview date : 30th January 2019**

**Please send your CV with a covering letter to Vacancies@culturecoventry.com**