

## People & CEO Support Officer

**We are excited to be recruiting into a newly created post of People & CEO Support Officer who will be a pivotal point of support for colleagues and our CEO, embracing our shared values to find solutions every day that best serve colleagues and the young people our organisation supports. We are an aspirational People Team with a strong sense of direction. As People & CEO Support Officer your personality and creativity will be key in shaping the culture we want for our colleagues, and you will see the positive impact of your contribution every day.**

We are particularly keen to increase applications from ethnic minorities, Muslim and male candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience.

**Please find full details of how to apply via our website in the advert below. The deadline for application submissions is noon, Wednesday 20 July 2022.** If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. We have strong local partnerships and adhere to the best practice in the sector. We build trusting relationships between our young people and our colleagues, and this is at the core of our work.

### **What we are looking for:**

Ideally, you will have gained experience in an administrative function and be keen to steer and develop your existing skills in a People and Executive support role. If you have other relevant experience, we want to know what you learned from it, the values it clarified for you, and how you would successfully transfer your existing skills into this role.

- You are a master puppeteer when it comes to organising your workload; you have a strong work ethic and enjoy working autonomously to keep our time-sensitive processes moving.
- You go out of your way to make things work for people, thinking of creative solutions and owning your role proactively to achieve positive outcomes.
- You are a stickler for detail who takes ownership of records and data management systems, communicating relevant information to everyone who needs to know.
- You are a skilled communicator who can empathise with the needs of others across teams and share information with clarity.
- You care about the welfare of young people and feel connected to our organisational vision of a world where every young person is supported to access what they need and thrive.
- You are self-aware and reflective, carrying yourself with integrity. You are comfortable working in a discrete and sensitive manner; an essential aspect of any People and Executive support role.
- You embrace change with enthusiasm and resilience, equipping yourself with the knowledge to support colleagues along the way.
- You will consistently bring a fresh perspective and embrace opportunities to share your views on how we can make things better for colleagues.

### **What you will be doing:**

- Organising training for all colleagues, liaising with trainers and obtaining feedback, and also providing administrative support for the external training we deliver.
- Supporting our Learning and Development Strategy Group through coordination of regular meetings and minute taking, as well as helping with actions that come out of those meetings.
- Assisting our Head of People with the coordination of big and small projects, by helping with meeting bookings, information gathering and production of reports.
- Supporting our CEO with all things related to our non-Executive 'Board'; coordinating and minuting Board meetings, as well as coordinating the Board papers.
- Undertaking research and report writing for the CEO containing aggregated analysis, interpretation of findings and recommendations.
- Supporting managers with the use of our people management system, empowering them to be confident in the procedures that support their people.

- Keeping high-quality records and undertaking relevant checks across different platforms, including DBS and GDPR data checks and safeguarding training, making sure we fulfil our obligations as an organisation.
- Collaborating with the People Team to fulfil team objectives, making a mighty contribution to a dedicated team of four. You will also collaborate with other Team Administrators and two days of your week will be spent providing support to our CEO.

You will be in the People Team within our wider Central Services department and your line manager will be our Head of People.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

#### **What we are offering:**

- A very generous annual leave entitlement of 30 days per annum plus all Bank Holidays
- Flexible working hours
- A very supportive environment with reflective practice, regular supervisions, team, cross departmental and organisational development days
- A role with freedom to work in ways that best serve you and your Team, within a culture where wellbeing is the priority
- Employee Health Cash Plan with UK Healthcare

#### **Contract details:**

- **Hours per week:** 37.5 (this represents full time)
- **Contract type:** Permanent
- **Pay:** £22,571 - £23,953
- **The location:** Your base will be our Kingsley Hall office, close to Bristol's main train and bus stations as well as the vibrant Bristol city centre. Currently, our Central Services team are largely working from home. With our Hybrid Working Policy in mind, there will be an opportunity to perform some of the role from home.

#### **Application information:**

- To access the Job Pack for this role and submit an application, please visit the vacancy page on our website: <https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=8793dd53-8f59-4226-8eb3-fb8ec03afacd>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact Sanja Taylor: [sanja.taylor@1625ip.co.uk](mailto:sanja.taylor@1625ip.co.uk)
- If you have any queries, please email [jobs@1625ip.co.uk](mailto:jobs@1625ip.co.uk)

#### **Important dates:**

- Application deadline closes: **Noon, Wednesday 20 July 2022**. This role is subject to close earlier than this date if sufficient applications are received.
- If you have not heard from us by **Friday 22 July**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Monday 25 July 2022**. We cannot reschedule this date. We therefore ask that you please ensure you are available.

#### **Covering Letter / Supporting Statement Guidance**

**Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your 'Covering Letter' before you start the online application.**

**Your Covering Letter should only contain your answers to questions 1-6 which are set out in the Application Pack. The Covering Letter will form the most important basis on which your skills, experience and behavioural**

competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.

**Please try to keep the word limit to 250 words per question.**

**ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.**

**Equal opportunities for everyone:**

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.