

HR & CEO Admin (People & CEO Support Officer)

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters, and take pride in seeing the results of our work in social outcomes and improving young people's lives.

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 striving to better represent the young people we support and therefore would like to increase applications from ethnic minorities, Muslim and male candidates as they are currently under-represented in our organisation. We also encourage 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 23:59, Thursday 01 September 2022.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

What we are looking for:

- Ideally but not necessarily, 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 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 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.

What you will be doing:

- Co-ordinating training for all colleagues and providing administrative support for the external training we deliver.
- Supporting our Learning and Development Strategy Group through coordination of regular meetings, minute taking, and meeting actions.
- 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.
- 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.

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.

Contract details:

- **Hours per week:** 37.5 (this represents full time)

- **Contract type:** Permanent
- **Pay:** £22,571 per annum
- **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.

A few benefits at 1625ip:

- A very generous annual leave entitlement of 30 days per annum plus all Bank Holidays
- Flexible working hours and Flexi time
- 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

Important dates:

- Application deadline closes: **23:59, Thursday 01 September 2022.**
- If you have not heard from us by **Wednesday 07 September 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Monday 12 September 2022.**

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=0b53f402-eaca-4aa2-ae01-663725104733>
- You will be asked to answer the following questions in your cover letter. **Please note the online application form cannot be saved so we recommend you prepare your cover letter before you start it.**
 - Q1: When undertaking tasks, how do you ensure you pay attention to detail and present information in a way which others will find accessible?
 - Q2: How competent do you feel at using IT, especially Excel and other Microsoft Office applications?
 - Q3: When workflow is heavy and things are busy, how do you manage your time and your productivity in a focused but flexible way?
 - Q4: How do you apply the principles of equality and inclusion in your everyday work/life?
 - Q5: What is your experience of working in an administrative and/or operational capacity? If you have worked in an Executive support role, tell us what you did.
 - Q6: We believe that good communication and interpersonal skills underpin healthy working relationships. Tell us how you build strong working relationships with others.

Contact us:

- To have an informal chat about the role, please contact Kim Pengilly: kim.pengilly@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk

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.