WOMEN & GIRLS NETWORK

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Dear Applicant,

Women and Girls Network Application Pack for the role of Human Resources Administrator

This pack includes information about WGN, the role of Human Resources Administrator and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to humanresources@wgn.org.uk by 9am on Friday 21st January 2022. Interviews will be held on Tuesday 1st February 2022.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the closing date, please assume that your application has not been successful this time.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN. We look forward to receiving your application.

Yours sincerely,

Natasha May
Human Resources Manager

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MAYOR OF LONDON

Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGNs services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EVAW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

The London Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centre's, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.

Human Resources Administrator
(Female Applicants Only)

Starting salary £22,000 per annum | Full-time (35 hours per week)
This role will initially primarily be on a remote working basis, involving regular office based working (in Shepherds Bush, as well as travel across London) and evolving as determined by organisational requirements and as circumstances allow

WGN's Human Resources Administrator has day-to-day responsibility for a wide variety administrative responsibilities. Their work underpins our people related operations, supporting our colleagues, teams and the provision of services, and enhancing the overall infrastructure and functioning of the charity.

The role of Human Resources Administrator is pivotal as they are involved in a range of administrative activities, including acting as a welcoming first point of contact, coordinating recruitment, absence monitoring, contributing to ad hoc projects and the overall development of the function. They ensure our people related operations run smoothly and efficiently, and that everyone has an excellent experience of WGN. As with all WGN team members, they are responsible for proactively contributing to a culture which values and respects diversity, learning, improvement, striving for quality and best practice.

We are looking for a highly organised and motivated administrator with experience of, or interest in, working within a human resources environment for this central role. We are looking forward to welcoming someone who is engaging and pro-active, detail orientated and thorough, works collaboratively and flexibly, can effectively balance evolving priorities and who wants to work within an empowering, feminist environment to our team.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Minority and Ethnic Communities.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement, an Employee Assistance Scheme and a commitment to professional learning and development.

For further information and to download an Application Pack please visit www.wgn.org.uk/support-us/work-with-us. Completed applications should be emailed to: humanresources@wgn.org.uk by 9am on Friday 21st January 2022.

Interviews will be held on Tuesday 1st February 2022.

Applicants who do not receive a response to their application within 2 weeks of the deadline should assume it has not been successful on this occasion.

This post is subject to satisfactory references and DBS check.

WGN is an equal opportunities employer.
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1

Human Resources Administrator - Job Description

Job title:	Human Resources Administrator (Female Applicants Only)
Team:	Human Resources
Reporting to:	Human Resources Manager
Location:	This role will initially primarily be on a remote working basis, involving regular office based working (in Shepherds Bush, as well as travel across London) and evolving as determined by organisational requirements and circumstances allow

Women and Girls Network (WGN)
Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose
Hold day-to-day responsibility for a wide variety of human resources related administrative responsibilities. Underpin WGN's people related operations, supporting our colleagues, teams and the provision of services and enhancing the charities overall operations, infrastructure and functioning.

Be involved in a range of activities, including acting as welcoming first point of contact, coordinating recruitment, absence monitoring, contributing to ad hoc projects and the overall development of the function. Ensuring WGN's people operations run smoothly and efficiently, and that everyone has an excellent experience of the charity.

Proactively contribute to a culture which values and respects diversity, learning, improvement, striving for quality and best practice.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

Key Activities
- Provide comprehensive, confidential and sensitive people orientated administrative support.
- Be a welcoming initial point of contact for WGN's people operations.
- Respond to routine enquiries, escalating more complex matters as appropriate.
- Ensure records, systems and data are maintained in compliance with WGN processes and in accordance with data protection legislation.
- Work collaboratively to deliver an effective human resources service across the charity.
- Support and deliver on ad hoc projects as required by the function and WGN.
- Contribute to the review of and continuing improvement and development of the human resources function and WGN as they continue to develop.

- Provide appropriate cover across the human resources function and wider Operations and Development service as and when required.
- Proactively contribute to WGN's capacity to support women and girls affected by, or at risk of gender-based violence.
- Act as an ambassador for WGN and champion our work.

Recruitment

- Coordinate employee recruitment and volunteer selection processes ensuring seamless services are provided to everyone involved.
- Support candidates throughout recruitment and selection processes, ensuring all have positive end-to-end interactions with and experiences of WGN.
- Support line and service managers throughout recruitment and selection processes, assisting them in various workforce planning efforts and initiatives.
- Undertake pre-employment and pre-engagement screening, securing other vetting and compliance checks (and renewals / updates) as necessary.

Onboarding and Offboarding

- Coordinate the administrative processes for new starters and leavers.
- Support the timely induction, orientation and integration of new starters.
- Support the administrative change processes for internal movement.

Colleague Life Cycle

- Ensuring the administrative lifecycle activities for colleagues are managed appropriately and consistently.
- Provide training to new and existing team members, ensuring they have access to HR related information and are equipped to use any related systems.
- Administer the recording and supporting the monitoring of leave.
- Administer communication, engagement and wellbeing initiatives.
- Administer HR systems, ensuring team members' records are complete and up to date.

Relationships

- Work closely with, and support the work of WGN's Human Resources Manager, Director of Operations and wider Operations and Development team.
- Work collaboratively with all colleagues and teams across the organisation to ensure shared objectives are successfully achieved.
- Build constructive, cooperative and collaborative relationships with a wide range of colleagues, partners and stakeholders.

General

- Deliver and review WGN's HR systems and processes, ensuring high quality service provision which meets individual and organisational needs reflecting best practice.
- Ensure that WGN's HR function complies with legal, funding and partnership requirements, and records are prepared for regular audit / monitoring.
- Recognise and respect the confidentiality of all WGN team members, clients and service users and the charity's work internally and externally.
- Maintain, review and manage accurate manual and electronic sensitive records, ensuring timely archiving and secure disposal of data.

- Maintain an up to date set of work instructions relating to the operations of the HR function.
- Work in support of WGN's objectives, recognising the integral role that the HR team contributes to the achievement of the charities purpose and objectives.

Universal

- Commitment to working in line with WGN's ethos, values, policies and procedures at all times, promoting empowerment and modelling anti-oppressive and anti-discriminatory practices.
- Contribute to WGN's ability for delivering equality and diversity strategies, and understand how this applies to own area of work and ensure they are integrated into all areas of WGN's operations.
- Ensure clients and service users remain the focus of all of all WGN's operations.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- Share contacts, information and expertise to build a stronger team and enhance the knowledge base of WGN.
- Coordinate HR processes in the most cost effective manner possible.
- Ensure compliance with relevant standards and legislation, e.g. employment, Data Protection, the Equality Act and Health & Safety.
- Actively participate in the support and supervision, training and development opportunities available.
- Avoid any action that may cast WGN and / or its activities into disrepute.
- Carry out other duties appropriate to the role that are necessary for the delivery of human resources service and the effective functioning of the organisation.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

Variation Clause

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

Exemption

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

Human Resources Administrator – Person Specification

Knowledge, Expertise and Experience	Requirement
Demonstrable experience of delivering effective administrative support (ideally within a human resources or related / similar environment).	Essential
Demonstrable understanding of and interest in human resources and current and emerging related trends, legislation and good practice.	Desirable
Proven experience of securing pre-employment / pre-engagement vetting checks (e.g. right to work and Disclosure and Barring Service checks).	Desirable
Demonstrable experience of handling sensitive and confidential communication, information and data and of ensuring complete discretion.	Essential
Demonstrable experience of maintaining and developing manual and computerised data recording systems.	Essential
Well developed IT skills including demonstrable experience of using Word, Excel, Outlook, databases and online video communication platforms.	Essential
Ability to pick up and introduce new systems with ease and confidence.	Essential
Experience of working within the voluntary sector.	Desirable
CIPD Qualification and membership.	Desirable

Skills, Abilities and Behaviours	Requirement
Confident and considerate communicator, with well developed interpersonal skills (including with those at a distance).	Essential
Flexible approach to work, with the ability and willingness to take on a range of activities based on the needs of the charity.	Essential
Ability to balance competing expectations and demands flexibly, shifting priorities and adapting to accommodate evolving organisational priorities.	Essential
Highly organised, detail orientated and thorough with the ability to work systematically and accurately at pace.	Essential
Ability to work on own initiative, problem solve and overcome obstacles, recognising when to seek appropriate support.	Essential
Ability to respond to sensitive issues with empathy and resilience.	Essential
Ability to engage with and build rapport with others and to maintain constructive and collaborative working relationships.	Essential
Strong team player with a positive and proactive ‘can do’ approach	Essential
Commitment own continuous professional development, and willingness to contribute to the learning of others.	Essential
Resilient and able to model good self-care.	Essential

Others	Requirement
Commitment to work in accordance with WGN’s ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable