

JOB DESCRIPTION

JOB TITLE	VOLUNTEER HR ADMINISTRATOR	DEPARTMENT	OPERATIONS
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OVERALL PURPOSE

Join our dynamic team as a Volunteer HR Administrator and play a pivotal role in shaping the future of our Organisation. As a key member of our Human Resources team, you will be responsible for managing the end-to-end recruitment process, ensuring the acquisition of talented individuals passionate about our mission.

Your expertise will contribute to building a dedicated and skilled workforce, enabling us to impact the community positively. This role offers a unique opportunity to utilise your HR recruitment skills for a meaningful cause while gaining valuable experience in the non-profit sector.

RESPONSIBLE TO:	OFFICE MANAGER	RESPONSIBLE FOR:	PROSPECTIVE VOLUNTEERS
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OPERATIONAL TASKS

Principal Responsibilities:

To oversee recruitment and onboarding of volunteers to work in various departments of the charity.

Main Duties:

- Assist with the recruitment process, including job postings, screening applicants, and coordinating interviews.
- Support the onboarding process for new hires, ensuring a smooth and welcoming experience.
- Help maintain and update employee records, ensuring all documentation is accurate and up to date.
- Provide support in the development and implementation of HR policies and procedures.
- Prepare HR-related reports and presentations for management.
- Handle employee inquiries and provide assistance as needed.

Digital:

- To support the creation and distribution of recruitment and publicity materials
- To promote WFRC and recruitment activities via social media, including platforms such as twitter, Facebook and Instagram, creating content from projects where appropriate.

PERSON SPECIFICATION

REQUIRED SKILLS

- Familiarity with job boards and professional social platforms
- Strong understanding of recruitment processes and employment laws
- Good communication and interpersonal skills
- Office based skills (Word, Excel, PowerPoint)
- Excellent time management and organisational skills
- Professionalism and Confidentiality

WHAT WE OFFER

- Opportunity for professional growth and development in Recruitment and other HR departments depending on your knowledge and learning aptitude.
- A collaborative and inclusive work environment that values diversity and innovation.
- Office (Excel, Word, PowerPoint)