

Dear Applicant

## **PERSONNEL ADMINISTRATOR**

Thank you for your interest in the above position.

Full details of the position are included here. An application form is available for download from our website at [www.ymcaoncaster.org.uk](http://www.ymcaoncaster.org.uk)

We also encourage you to read our website and find out more about us and our work.

### **Submitting Your Application**

All applications must be on the YMCA Doncaster application form. CVs and other forms of application will not be considered.

By Post:  
Louise Roffey  
YMCA Doncaster  
Wood Street  
Doncaster  
DN1 3LH

By Email:

[louise@ymcaoncaster.org.uk](mailto:louise@ymcaoncaster.org.uk)

If sending via email, your application must be in Word or PDF. Please do not send skydrive links or similar.

### **Closing Date and Selection**

Shortlisting is based on our Person Specification (see page 3 of this pack), and your application should include clear examples of how you meet each of our criteria.

Applications must be returned as above on or before 10am on Monday 25<sup>th</sup> March.

We expect to hold practical tests for shortlisted candidates on Monday 1<sup>st</sup> or Tuesday 2<sup>nd</sup> April, following which we will select candidates for interview on Tuesday 9<sup>th</sup> or Thursday 11<sup>th</sup> April. If those dates are unsuitable for you, please indicate alternative availability within your application or covering letter.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within two weeks of the closing date, you've unfortunately not been successful on this occasion.

### **Questions**

If you are considering making an application yourself, and you've not been able to find the answer to your query by reading the information provided here and on our website, please email your question to

[louise@ymcaoncaster.org.uk](mailto:louise@ymcaoncaster.org.uk)

### **Direct applications only - strictly no recruitment agencies**

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create inclusive and energising communities where young people can truly belong, contribute and thrive.

## **Job Description – PERSONNEL ADMINISTRATOR**

### **Job Purpose**

To take responsibility for personnel administration and record keeping, including recruitment, induction, training, absence and performance, and to support the Chief Executive in the management of her office, diary and charity administration.

### **Main Responsibilities**

To act as a contact point and co-ordinator for designated stages of recruitment of staff and volunteers.

To ensure that all staff and volunteers undergo appropriate DBS and Right to Work checks as required by law, and to act as signatory and responsible person in that respect.

To ensure that new staff and volunteers are provided with appropriate standard information.

To prepare accurate contracts of employment for all staff.

To ensure that holiday allocations are accurate and that requests and arrangements are processed correctly.

To check time records and work patterns for salaried staff and address any discrepancies as needed.

To ensure that all training and learning is properly recorded on file.

To ensure that sickness and other absence records are kept up to date.

To take accurate notes at formal personnel meetings where required.

To ensure that individual personnel files are up to date and accurate.

To ensure that changes to circumstances, disclosures and similar are passed to the Chief Executive or relevant manager as protocol requires.

To ensure that the Chief Executive's office is kept tidy, equipped properly and cleaned regularly.

To keep accurate and efficient filing systems for personnel records and for the Chief Executive as required.

To ensure that policies and procedures are up to date and accessible.

To check and audit records, and to deal with designated matters arising from audits including correction and instruction of staff at various levels.

To provide regular financial and other reports as required.

To contribute to drawing together evidence relating to quality systems.

To develop and maintain appropriately professional relationships with members, users and with other staff, and to maintain absolute confidentiality at all times.

To represent senior staff and the Association positively in all relationships, both internal and external.

To work within the policies and procedures of YMCA Doncaster, and to contribute to their development.

Other reasonable duties as required from time to time by the Line Manager.



## **Person Specification – PERSONNEL ADMINISTRATOR**

### **Please Note**

Our application form requires you to set out clear examples of how you meet each one of our criteria.

- A sound educational background, preferably to A Level standard or equivalent.
- Experience of managing a varied workload without direct supervision.
- Excellent organisational skills and attention to detail.
- Able to be assertive and tenacious, and to use that ability on a daily basis.
- Comfortable working with numbers, transactions and calculations.
- Able to use Microsoft Word and Excel to a high standard.
- Able to work within organisational procedures.
- Effective verbal and written communication skills, including the ability to communicate formally with people at a range of levels.
- Experience of maintaining confidentiality and appropriate relationships, and a clear understanding of the importance of those in the context of this role.
- Able to work to the Vision and Values of YMCA Doncaster.
- Able to represent the Association positively, professionally and with credibility.



## **- Main Terms and Conditions of Employment -**

### **Rate of Pay**

£10.50 per hour, paid weekly in arrears.

### **Hours of Work**

16.5 hours per week. 9.30am to 3.30pm on Monday, Wednesday and Friday with a half hour unpaid break each day.

Alternative hours will be needed from time to time to cover training days, meetings and other events notified in advance.

### **Paid Leave Entitlement**

5.6 average working weeks per year. During the probationary period, holiday can only be taken where it has accrued. No more than two consecutive weeks can normally be taken together. All applications for leave must be submitted in advance and are subject to acceptance according to the operational needs of the YMCA.

The holiday year runs from the start of October each year. Any member of staff starting or leaving part way through the holiday year will have a pro-rata holiday allocation.

### **Conditions of Appointment**

The appointment is subject to

- A medical assessment
- A probationary period of six months
- An Enhanced Disclosure from the Disclosure and Barring Service
- Two satisfactory references

