



## HR and Recruitment Assistant

Job Title:	HR and Recruitment Administration Assistant
Hours:	25 hours per week (Flexible working available – Min 4 day)
Contract:	Permanent
Responsible to:	HR Manager
Based in:	Ashton with a requirement to work across our footprint
Salary:	£12,103 (£17,428.32 FTE) (Grade 1)

### Information about the role

We are looking for a HR and Recruitment Administrator to support our Human Resources department and work alongside the HR Manager and current HR Administrator. The role will act as the first point of contact for all HR-related queries from employees and external parties.

The main duties include providing full end to end administrative support, for Managers with both internal and external recruitment processes for employee and volunteer positions. Primarily responsible for recruitment administration including posting job adverts, short listing, arranging interviews, creating offer letters, requesting references, through to induction and setting up employee/volunteer profiles, requesting system access as appropriate and overseeing compliance with current employment legislation.

Additional HR administration duties will include the day to day management of the HR inbox, maintaining personnel/employment records and updating internal databases to ensure the smooth running of the HR function within TOG Mind.

### Who we are:

We are a flexible and fast-moving charity delivering mental health services across part of Greater Manchester. Our aim is to continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well. We offer various services across the community and to individuals aiming to improve wellbeing and raise awareness around the importance of mental health support.

### Why choose Tameside, Oldham and Glossop Mind?

1. We offer a dynamic, stimulating environment that embraces change and is open to new ways of working.
2. We provide a real opportunity to influence meaningful change within our society and for you to contribute your expertise to this process.
3. We maintain a strong commitment to ethical standards of working within a socially inclusive environment.

4. We offer ongoing training and development to all staff and volunteers, enabling you to gain qualifications and expertise in mental health and therapeutic interventions.
5. We offer a degree of flexibility around working hours, balancing work and personal commitments.
6. Other benefits include 25 days plus public holidays, a 5% pension contribution and a discount in our café.

Ready to apply? We'd love to hear from you.

1. [Read the job description and person specification.](#)
2. [Complete an online application form.](#)

The closing date for applications is 17<sup>th</sup> January 2021. Please contact [hr@fogmind.org](mailto:hr@fogmind.org) with any questions.

As we have limited staff resources we only provide candidates with feedback following interviews.

Please forward this position to anyone you feel may be interested.