



# HR Administrator Maternity Cover

Job Description and  
Person Specification





## About Farms for City Children

Farms for City Children is a vibrant Charity that welcomes children from cities and disadvantaged communities to experience the adventure of working together on our farms in the heart of the British countryside. Whether they stay for a whole week with their school or come with a local group for a day visit, this unique experience can be life changing. Visiting children are immersed in the natural world of food, farming and countryside life where they participate in the seasonal tasks of the day: sowing, growing and harvesting in our kitchen gardens; caring for livestock and looking after the land; and cooking up a home-grown feast in the farmhouse kitchen. Spending time working alongside real farmers fosters children's independence and helps them to grow in confidence, develops their self-esteem, and encourages them to become more resilient. At our heritage farms and in partnership with our commercial farming neighbours, children experience the benefits of collaboration, enjoy plenty of physical activity, good food, and fresh air, and discover the magical rural environment that is full of new words, sounds and experiences to inspire their creativity.

*"Some of the children we took to the farms had very difficult and chaotic lives. We took them out of a very difficult environment where they were unable to socialise and didn't know how to share and put them into a totally different world. It was a haven where they could thrive."*

*Teacher from London*

Further details about the Charity are available on our website [www.farmsforcitychildren.org](http://www.farmsforcitychildren.org)

# Job Description – HR Administrator Maternity Cover



- Job Title:** HR Administrator Maternity Cover
- Location:** **Hybrid Working** – Minimum 1 day per week at Head Office – Huxham Barns, Huxham, Exeter, EX5 4EJ situated in a beautiful rural location just on the outskirts of Exeter and within easy reach of the M5.
- Reporting to:** Head of Finance & Resources
- Contract type:** Full time, Fixed Term Contract (12 months from October 2022)
- Salary:** **£25,000.** Farms for City Children also contributes 6% into the Charity's NEST Pension Scheme. A tax efficient Salary Sacrifice scheme is operated for pension contributions.

## Main purpose of the job

- To provide HR administrative support.
- To manage the recruitment process.
- To provide telephone cover.

## Responsibilities and Accountability

- Provide HR administrative support including document filing, maintenance of personnel files, maintenance of annual leave, sickness absence, training and performance appraisal registers, manage process for leavers.
- Manage the recruitment process for all new staff including booking job adverts, agreeing timeline with recruiting manager, managing applicants and shortlisting process and arranging interviews.
- Manage the onboarding process for all new staff including issuing of offer letters and contracts, obtaining references, DBS and Right to Work checks and induction process.
- Maintain the Employee Handbook, ensuring the most up to date version is available to all staff.
- Provide occasional administrative support for the Senior Leadership Team and Board of Trustees.
- Provide telephone cover for main office phone line.
- Other adhoc tasks as required.

# Person Specification – HR Administrator Maternity Cover



## Qualifications

### Essential

- Minimum Grade C or equivalent in GCSE Maths & English

## Knowledge and Experience

### Essential

- Direct experience of providing HR administrative support.
- Experience of managing a digitally based filing system.

### Desirable

- Experience of working within a charity or SME.

## Professional Skills and Abilities

### Essential

- Well organised, with outstanding forward planning skills and meticulous attention to detail.
- Effective communication skills, both verbal and written.
- Proactive self starter.
- Ability to analyse, organise and understand data.
- Ability to get on with a wide variety of people at all levels and to work well within a team.
- Ability to work to deadlines.
- Ability to work under pressure with the flexibility to adapt quickly to changing workloads.
- An understanding of the need for confidentiality when operating at an Executive level and when dealing with HR issues.
- Expert user of MS Excel, MS Word, and MS Outlook.

## Personal Qualities

### Essential

- Motivated by the charity's work with children, food, the countryside, and farming.
- Collaborative and supportive, with a can-do attitude and solution-oriented approach.
- Proactive and conscientious, with the skills and capacity to own the broad scope of the role.

## Additional Information – HR Administrator Maternity Cover

**Disclosure and Barring Service** - This post is subject to a satisfactory DBS check.

**Hours of work** - Full time, 35 hours per week Monday – Friday 9am – 5pm with 1 (unpaid) hour for lunch.

**Place of work** – This is a hybrid role with minimum 1 day per week based at Farms for City Children's Head Office, which is located at Huxham Barns, Huxham, Exeter, EX5 4EJ.

**Annual leave** - The annual leave entitlement for this post is 25 days per year plus 8 public holidays.

**Probationary period** - The appointment will be subject to a probationary period of 3 months.

**References** - Appointment will be confirmed only upon receipt of satisfactory references.