

## Are you ready to join us?

**At ClwydAlyn we put people at the heart of our business. We are on an exciting journey of change and transformation as we further embed our values of Trust, Kindness and Hope to deliver our mission: “Together to Beat Poverty!”.**

**We are looking to work with an experienced administrator, who will join the team as a People Administrator to provide support across the whole team. The role is available for up to 12 months as part of maternity cover arrangements within the People Team, working part time over 24 hours a week.**

**As a member of working families, we are continuously developing our flexible working approach, and can offer real choice around the hours and days that you work. We want to work with you to find the best way of working for both of us!**

I would be really keen to hear from you if you have experience of working in a diverse administrative role where people are at the heart of what you do. Within this, you will have supported a number of different business areas and provided a breadth of support. You don't have to have worked within a human resources function, as full training will be given, but having experience of supporting people centred services will be advantageous to this role.

Do you enjoy having something different to do every day? Do your strengths lie in being organised and being able to manage a number of different work priorities? Do you enjoy working in a team where people are at the heart of everything?

In addition to the above, you will be empathetic, with a drive and passion for helping people. You will need you to be numerate with excellent IT skills which include Excel, be a good communicator, be organised and enjoy working as part of a team which will cover human resources, organisational development and training, and wellbeing.

Please take a look at the overview of the role and if you are interested and would like to understand more, let's have an initial conversation. My contact details are: [Claire.morgan@clwydalyn.co.uk](mailto:Claire.morgan@clwydalyn.co.uk) or 07867 690985.

In addition to a salary range of £21,126 (full time equivalent), we offer a range of benefits which include 25 days annual leave plus bank holidays (full time equivalent), life assurance, matched pension contributions, EAP scheme and voluntary benefits.

To apply please email [PeopleTeam@clwydalyn.co.uk](mailto:PeopleTeam@clwydalyn.co.uk) explaining why you want the role and what you can bring to it. The closing date for applications is 12 noon, 6<sup>th</sup>

May 2021. Interviews will be held Tuesday 18<sup>th</sup> May 2021.



How We  
Do Things

