



People Administrator

Part time- Permanent

21 hours week (up to 30 hours per week available until May 2022)

£21,126 per annum pro rata

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 People team as a People Administrator, to provide administrative support across the whole team. The role is permanent, working part time over 21 hours a week however there is an opportunity to work up to 30 hours until April 2022 to help with maternity leave cover.

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! We are an agile working team, with a mixture of mostly working from home and time in the office to stay connected.

I would be really keen to hear from you if you have experience of working in a diverse and fast paced administrative role where people are at the heart of what you do whilst sharing our values. 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 to meet deadlines?
- 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 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. In particular this role will provide some valuable support in helping our wellbeing activities and events come to life.

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: lisa.dodd@clwydalyn.co.uk (People Operations Manager) or 07901835459.



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 rising to 30 days with service (full time equivalent), life assurance, matched pension contributions, EAP scheme and voluntary benefits.

To apply please email PeopleTeam@clwydalyn.co.uk explaining why you want the role and what you can bring to it. Being an inclusive employer is important to us, so if you feel that there is an alternative way you wish to demonstrate that your skills fit the role and you would be suitable we wish to hear from you.

The closing date for applications is 12 noon, 13th October 2021. Interviews will be held Tuesday 19th October 2021.



How We
Do Things



Trust



Kindness



Hope