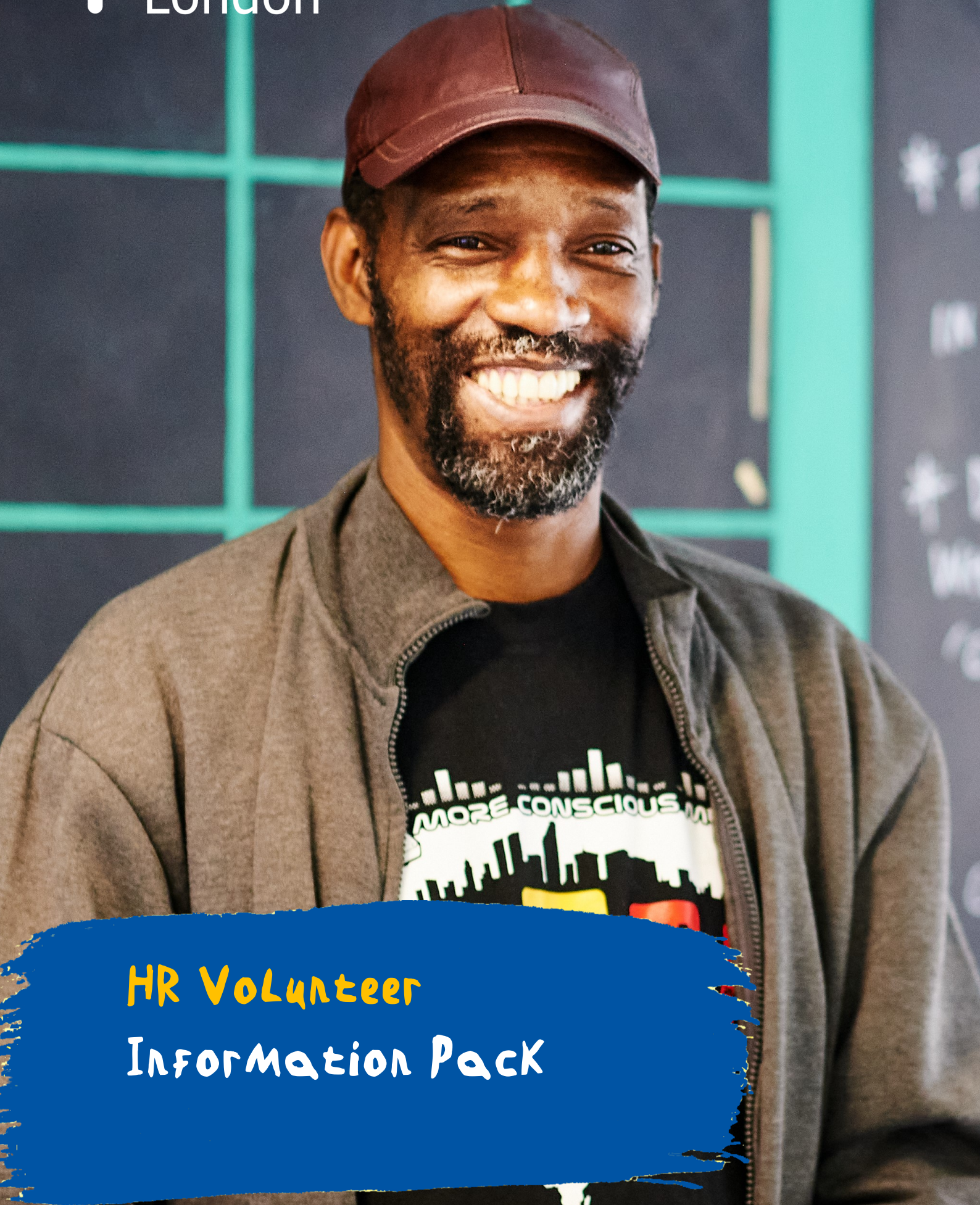




Headway
East
London



HR Volunteer

Information Pack

Role Details

- Role:** HR Data Assistant Volunteer
- Based at:** Hybrid – Work from home and based in Headway East London, Bradbury House, Timber Wharf Block B, 238-240 Kingsland Road E2 8AX when required
- Days/Times:** Daytime: 7-10 hours per week, within our opening hours (Monday-Friday, 9.00am – 4.30pm). Minimum of 4 months.
- Responsible to:** HR Administrator
- Main Purpose:** To assist in entering data on to the HRIS – ‘Staffology’ and provide additional admin support

About Us

Headway East London (www.headwayeastlondon.org) is a charity supporting people affected by brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their family. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.



Who are we Looking for?

Headway East London is currently looking for a brilliant volunteer to join us as an HR Data Assistant.

Your role will be crucial in helping us move to a new HR software called 'Staffology', providing critical admin support to our HR team. You'll have strong organisational and IT skills, attention to detail, and will gain great experience in HR administration.

Main Duties

- To help with the implementation of the HRIS, 'Staffology' by entering staff data onto to the system
- To attend meetings as required to carry out the role
- General administration filing duties (including electronic files on Sharepoint)
- To undergo training as required
- To undertake any other duties that may reasonably be required

Person Specification

- A working knowledge of Microsoft Office packages such as Word and Excel
- Interest in office administration
- Good organisational skills
- Good verbal and written communication skills
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Committed to the values, vision and objectives of Headway East London
- Committed to equal opportunity issues and ability to maintain confidentiality

Commitment

The role requires a minimum commitment of at least 4 months, 7-10 hours per week.

Volunteers need to sign a volunteer agreement and confidentiality form.

Selection

The selection process is as follows:

1. Fill out a short application form and provide two referees.
2. On receipt of satisfactory references the applicant will be invited for an informal interview.
3. The HR Administrator will contact the applicant to arrange a visit which will last 1 hour. Thereafter a start date will be agreed.
4. You will be asked to sign a Volunteer Agreement, Confidentiality, and Consent form.

Potential volunteers with a brain injury will go through stage 1 & 2 and then we will be asked to complete an additional form to ensure we give appropriate support. We will then ask them to come in for 1 hour, then decide the most suitable day and time.

Benefits of volunteering with us

At Headway we value our volunteers and their contributions to the organisation. We also provide references and in addition to this some of the additional benefits are:

Training/Support

Each volunteer is given a basic induction which includes information on health & safety, fire precautions, confidentiality, equal opportunities and a brief outline of the long term effects of head injury.

There will be an opportunity to attend a volunteer meeting which will take place 10.00am -10.30am and meet other volunteers.

As part of this role you will receive on going support and have the opportunity to gain experience in administration.

Once a month a training session is held, delivered by our specialist staff and is open for volunteers to attend.

Expenses

Travel expenses to and from the Headway House are paid. (Car mileage or public transport costs within London only).

Free lunch is also provided at the centre or alternatively we reimburse up to £3.50 lunch expenses.

For any expenses claimed a receipt must be provided.

We have a vivacious team of volunteers some of which have been volunteering with us for over 20 years and we continue to celebrate our volunteers and are constantly working towards providing new opportunities. Volunteers are very much appreciated at Headway East London and make an invaluable contribution to the work that goes on here.

