



CHARGING UP CHANGE!

**HR & OPERATIONS
ADMINISTRATOR**

JOB DESCRIPTION & SPECIFICATION

DEADLINE: Monday 5 February



HR & OPERATIONS ADMINISTRATOR

JOB SUMMARY

Deadline: Monday 5 February 2024

Application

Form: <https://talent.sage.hr/jobs/ca1d77ee-f9f5-4c04-9b23-58e7c075fadd>

ROLE	HR and Operations Administrator
REPORTING TO	Operations and Finance Director
RESPONSIBLE FOR	Volunteers
SALARY	£21,674 (pro rata)
HOURS	20 hours
DURATION OF CONTRACT	12 months
TIMESCALE	Immediate start
BASED	Powered by CAN HQ – West Bromwich
ROLES AVAILABLE	1
SUMMARY	We are seeking a highly organised and proactive individual to join our team as an HR and Operations Administrator. This role is crucial in ensuring the smooth running of Human Resource functions and operational processes within the company.

WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY



OUR SERVICES



CIVIC CHANGE,
ARTS & CULTURE

Celebrating culture & civic responsibility through confidence, creativity & connecting with others...




PHYSICAL ACTIVITY, **PLAY**
& **PUBLIC HEALTH**

Promoting positive lifestyles and empowering people through participation...



MENTAL HEALTH,
WELLBEING
& **RESILIENCE**

Taking the time to talk, tackle & transform into our true selves...



EMPLOYMENT,
EDUCATION
& **ENTERPRISE**

Always aiming high, aspiring to achieve & Accelerating your ambitions ...

OUR OBJECTIVES

1 **Pride of Place**

To develop collective understanding and knowledge of the identity of our places, and strengthen the services to meet the needs of children, young people & young adults.

2 **Positive Programmes & Principles**

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults, modelling best practice for the sector to develop soft, hard and transferable skills.

3 **Powering Participants & People**

Building on the strengths and needs of children, young people & young adults to help them thrive and be resilient into adulthood.

4 **Pushing Performance & Policy**

To influence policy and investment in prioritising services for children, young people & young adults.

5 **Playing our Part**

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven and to be reputable, responsive and represent a rights based approach for people and place.





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**We are powered both by where we have come from
and the positive energy moving forward with a ‘CAN’
do attitude.**

**We hope everyone we work with will be able to
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA





HR & OPERATIONS ADMINISTRATOR

DUTIES & RESPONSIBILITIES

1. Human Resources:

Coordinate the recruitment process, including posting job openings and screening CVs

Manage employee onboarding and offboarding processes, ensuring a seamless transition for new staff and proper exit procedures.

Maintain accurate employee records and ensure compliance with HR policies and regulations.

Facilitate employee training programmes and development initiatives.

2. Operations:

Oversee day-to-day office operations, including ordering supplies, and facilitation management and managing relationships with staff.

Assist in the development and implementation of operational policies and procedures.

Handle general administrative tasks, such as scheduling meetings, managing calendars, and coordinating travel arrangements.

DUTIES & RESPONSIBILITIES

3. Communication:

Serve as a point of contact between employees and management, addressing HR-related queries and concerns.

Communicate effectively with team members to ensure awareness of operational changes and updates.

4. Compliance:

Stay informed about relevant laws and regulations to ensure company compliance.

Assist in conducting internal audits to monitor and enforce adherence to HR and operational policies.



HR & OPERATIONS ADMINISTRATOR

PERSON SPECIFICATION

Qualifications:

Bachelor's degree in Human Resources, Business Administration, or a related field. (Desirable)

Proven experience in HR and/or operations roles, with a strong understanding of HR principles and practices.

Excellent organisational and multitasking abilities.

Strong interpersonal and communication skills.

Proficient in Microsoft Office Suite or google packages.

Personal:

Detail-oriented with a keen eye for accuracy.

Ability to handle confidential information with discretion.

Proactive and able to take initiative in problem-solving.

Team player with a collaborative mindset.

Adaptable and able to thrive in a dynamic work environment.

If you meet these qualifications and are excited about contributing to a vibrant work environment, we invite you to apply for this challenging and rewarding role.



FURTHER INFORMATION

Deadline: Monday 5th February 2024

Application Form:

<https://talent.sage.hr/jobs/0d84623a-515d-4469-ac33-79807939b338>

Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and References

This role is subject to a clear enhanced DBS and satisfactory Employment/Character references.

Please note we are currently using a new application system, so if you face any technical difficulties please email jobs@poweredbycan.org

