

<b>Person specification HR Officer</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Membership of a nationally recognised professional human resources organisation.</li> <li>• Level 3 CIPD, or equivalent from another awarding body.</li> <li>• Level 5 CIPD, or equivalent from another awarding body.</li> </ul>	<p>Yes</p>	<p>Yes</p> <p>Yes</p>
<p><b>Experience/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience in an HR administrative capacity, initiating, developing and maintaining manual and computerised HR related processes and systems.</li> <li>• Experience of advising managers on HR policy or procedure and developing the necessary policies.</li> <li>• General understanding of key elements of employment law and the way it impacts on day-to-day HR activity and the implications on broader strategic considerations.</li> <li>• Commitment to the principles of diversity and equality of opportunity with a practical understanding of how these affect the work of HR. Knowledge of legal implications in this area including the importance of anti-discriminatory practices.</li> <li>• Knowledge of best practice in specific HR areas including recruitment, selection and induction, absence management, capability issues, disciplinary and grievance, and working with volunteers.</li> <li>• Experience in providing advice to managers and staff on recruitment and selection and contractual provisions.</li> <li>• Experience in supporting managers to provide mandatory and update training to all staff.</li> <li>• Knowledge of safeguarding procedures.</li> <li>• Knowledge and experience of working in the charitable sector.</li> <li>• Experience in recruiting and supporting volunteers.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

<p><b>Skills/competencies</b></p> <ul style="list-style-type: none"> <li>• ICT literate: confident and proficient with the ability to word process and accurately record data.</li> <li>• Ability to show initiative and work with minimal supervision.</li> <li>• Self-motivated, punctual, tenacious, reliable and able to maintain confidentiality.</li> <li>• Ability to work flexibly in a small team and build strong relationships with colleagues.</li> <li>• Able to manage a varied workload, balancing scheduled tasks with requests for assistance, which may have short deadlines.</li> <li>• Excellent written and verbal communication skills.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• A committed and highly motivated team player.</li> <li>• Sympathetic with the Christian ethos and supporting the vision and values of Wellspring.</li> <li>• An understanding or willingness to learn about safe and ethical practice in counselling.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	