

FareShare

Job Description - HR Coordinator

Reporting to:	HR Manager
Location:	Deptford
Hours:	Permanent Full time (35 hours)
Salary:	£21,000 negotiable

About FareShare

This is a great opportunity to join a unique, award-winning organisation. At FareShare, we fight food poverty by tackling food waste. We source food that is surplus to requirements - from food retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions).

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support over 7,000 local charities and groups - our Community Food Members. Over the past year 13,000 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 500,000 people every week. We operate across 1,300 towns, cities and villages and we save UK charities and community groups more than £23 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where “No good food goes to waste”.

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values:

- **Passion** - for our cause and the challenge that lies ahead
- **Ambition** - to go the extra mile and drive the change that must happen
- **Respect** - for ourselves, each other, our volunteers, our partners and our beneficiaries
- **Collaboration** - it's only by working with others that we can be stronger
- **Focus** - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The role

This payroll/hr focused role provides first line support to line managers and colleagues across Fareshare. Focused on delivering an outstanding service, HR coordinator plays a critical part in ensuring all Payroll and HR admin/recruitment is managed in an accurate and timely manner.

This role will be supporting the HR manager with a variety of tasks and will have the opportunity to get involved in projects if interested.

Ideally suited to someone who is pro-active, confident working independently, well organised and structured; this role offers a great opportunity to experience working in a busy and fast paced HR environment.

Main areas of responsibility

Payroll

- Manage Payroll Administration and liaise with Payroll providers on all levels
- First point of contact for any Payroll Queries, ranging from Employees to external clients such as the benefits agency, Child Support Agency (CSA), HMRC Etc.
- Manage pensions and calculating any ad hoc payments as and when required

- Manage payroll Inbox and provide timely and efficient advice to staff on all related matters
- Manage the collation of payroll information and the production of monthly HR salary documentation to be used by the external payroll service
- Responsible for updating HR salary database pages and all internal salary spreadsheets
- Processing starters and leavers
- Process sickness records
- Complete bank payments for ad-hoc payroll related items
- Payslip/P45/P60 generation to supplement mortgage applications
- Adding starters and removing leavers from business accounts (Trainline, Premier inn etc.)
- Provide reports as and when required by other departments
- Calculating annual leave and generating holiday forms
- Responsible for arranging the employee life insurance (once a year, provider would need payroll information regular salary updates)

Recruitment and Admin

- Support HR manager with Recruitment campaigns and day to day recruitment admin as and when required
- Liaise with Marketing Department to get job adverts advertised Internally
- Manage Recruitment Inbox and escalate any relevant queries to HR Manager
- Arrange and support HR manager with induction programmes
- Support HR manager with booking training for staff and on boarding
- Ensure that all staff changes are documented and updated
- Liaise with managers to ensure compliance is achieved
- Ensure that all HR filing and archiving of leaver files is up-to-date
- Respond to tenancy and employment reference requests
- Act as the 1st point of contact for HR queries and escalate as appropriate
- Work closely with Office Manager and IT to ensure all new starters have been set up and been assigned a work laptop/phone etc

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

Experience

- You are someone with an interest/experience in HR admin/recruitment etc., with a good knowledge of processing payroll and liaising with payroll providers.
- Ideally you will have at least 6 months experience working within a Payroll function or some hands experience working with a payroll system. No CIPD qualifications are required but some HR admin experience is needed.
- You'll be pro-active, organised and able to work under pressure, whilst maintaining excellent attention to detail.
- You'll have strong knowledge of Microsoft Offices packages, ideally at an advanced level and have a good level of numeracy and literacy.
- You'll be great at building relationships across the business and providing a great level of service.

Competencies and behaviours

- Excellent communication both written and verbal
- Confident individual with a proactive attitude
- Exceptional interpersonal skills, demonstrating professionalism in all dealings
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty
- Ability to manage assigned tasks in an assertive, efficient and timely manner
- Proven ability to deal with confidential matters and with discretion
- Must be able to multi-task and keep calm under pressure
- Excellent attention to detail
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills