



MACS is the leading specialist youth homeless charity in Northern Ireland. We provide 24/7 supported housing to young people leaving care and who are homeless, floating support to young people in the community, shared tenancies, prison resettlement, emergency assessment beds for 16 and 17 year olds and unaccompanied separated children, alongside wellbeing support.

OUR VISION:

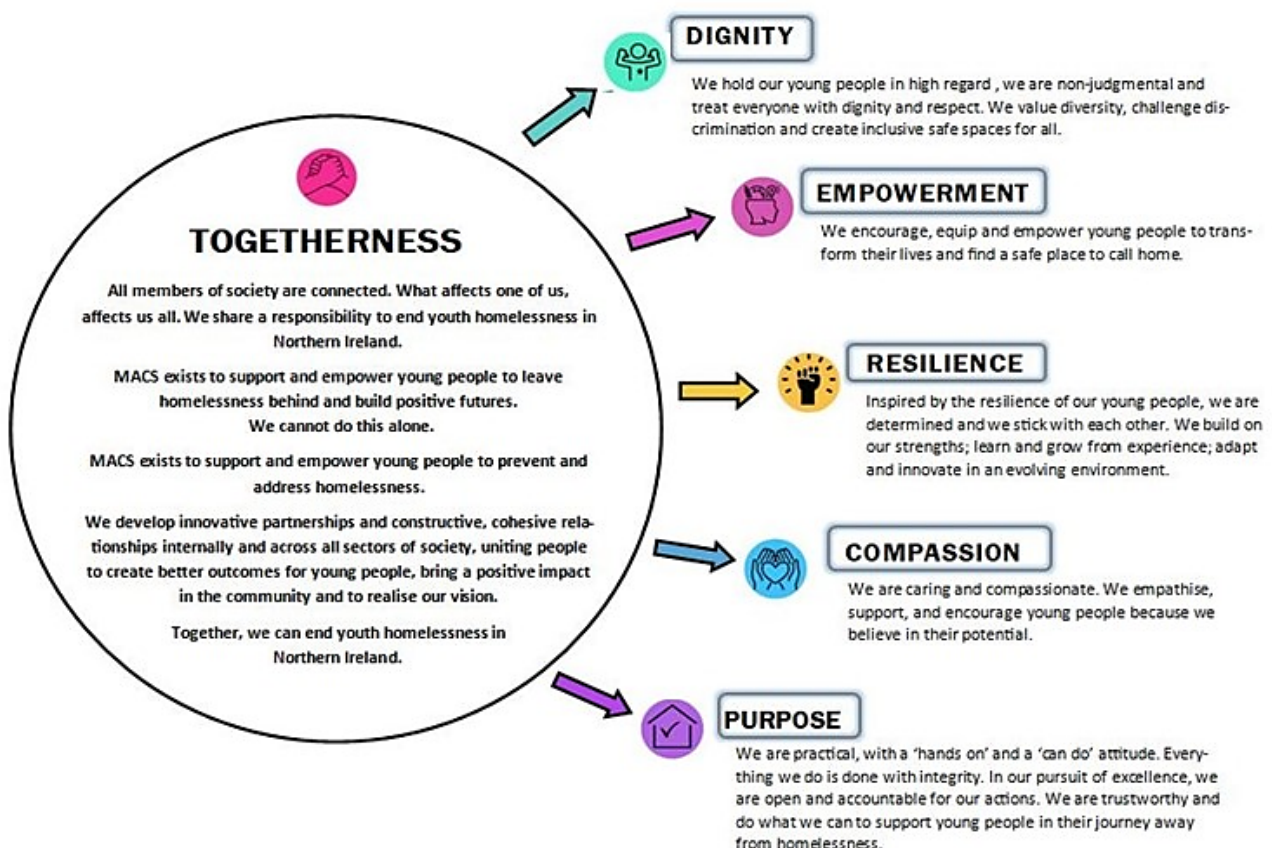
An end to youth homelessness in Northern Ireland

OUR MISSION:

Together we will empower young people on their journey to find a safe place to call home and build brighter futures.

OUR VALUES:

Everything we do as an organisation is underpinned by our core values. We live these values in the way we interact with colleagues, children and young people and all external stakeholders.



In MACS we encourage an interdependent way of living. We actively encourage personal and professional development so that our young people and staff can reach their fullest potential.

OUR CULTURE:

Interdependence – MACS recognise that as social creatures, we cannot exist totally independently from others.

Personal Growth and Development - We invest in our staff and young people, challenge their thinking and encourage training to increase skills and knowledge.

Learning from Mistakes - Our ethos and belief are that by examining what went wrong, we can improve and use the learning.

Self Determination and Autonomy - MACS employ experienced and skilled staff that we trust to work effectively and safely with our young people.

Judging Others - MACS recognizes that judgements are natural, however we ensure that ours are examined and explored in a way that results in a positive outcome for all.

Communication - We have a friendly, relaxed, engaging and warm attitude that fosters positive communication between young people and the organization as a whole.

Trust and Integrity - We earn trust from young people and other professionals by consistently delivering top quality services, underpinned by trust and integrity.

Involving Yourself - MACS welcomes input from all staff and young people and encourages participation in having your say and embracing new opportunities.

We expect all staff to commit to and embrace the vision, mission, values and culture of the organisation as defined above.

MACS CORPORATE SERVICES

JOB DETAILS

Job Title:	Human Resources Administrator
Conditions:	Part Time (21 hours), Permanent
Responsible to:	Senior Human Resources Officer
Location:	303 Ormeau Road, Belfast BT7 3GG
Hours of Employment:	Part Time: 21 hours per week (Wednesday, Thursday and Friday)
Salary:	£ 23,114 pro rata and pension 4% of salary
Holidays:	21.6 days per annum (increasing by 0.6 days per year of service up to a max of 24.6 days per annum. Increase is effective from the 1st April each year, once a full year of service has been completed).

JOB DESCRIPTION

ROLE OVERVIEW

As a Human Resources Administrator, you will be an integral part of the HR and Administration team which have responsibility for co-coordinating administrative activities to ensure organisational effectiveness and efficiency in MACS. This role will support the HR Team Leader to facilitate the Learning and Development, Recruitment and Personnel functions of MACS.

This will include liaising with external providers, personnel file management, maintaining HR systems and co-coordinating recruitment drives. It is essential to have a high level of attention to detail and accuracy, including an excellent working knowledge of ICT and Communication Systems.

This Job Description demonstrates the job role, who you will be accountable to in carrying out your duties and an explanation of why.

Job role	Accountable to	Why?
Provide telephone and reception arrangements, which are welcoming to young people, professionals and visitors.	Organisation	To maintain the welcoming atmosphere and culture in MACS to all young people, professionals and visitors, contributing to the overall positive experience and reputation of the organisation.
Respond and distribute organisational correspondence or queries received via phone and email.	Organisation	All central queries are carried out efficiently, ensuring clear communication, to contribute to the overall positive experience and reputation of the organisation.
To assist in the administration and maintenance of PAMS HR system.	Staff	That all personal information is stored in line with MACS Data protection policy and procedure.
	Manager	That all personnel records are accurate for biannual audits.
To assist in the maintenance of information and filing systems, including PAMS HR software.	Manager	To provide administrative support to HR & Admin team leader to update and maintain MACS HR records when required.
	Statutory Bodies	To comply with GDPR and Employment Law legislation regarding record keeping.
To support the HR Team Leader to coordinate and administrate all Recruitment activities.	Organisation	To have a full staffing structure in place to support MACS organisational objectives.
	Manager	Ensuring all recruitment activities are executed in line with relevant legislation. To maintain organisational Staff compliment.
To assist in the administration of staff absence notifications.	Staff	To maintain clear communication with staff throughout their absence.
	Manager	To support management of staff absence.
To assist in the administration of staff Access NI and NISCC registration processes.	Staff	To communicate with staff regarding their compulsory registration and monitoring requirements.
	Manager	Support HR Team Leader to ensure all staff are compliant with compulsory registration and monitoring.
To support the Management Team to coordinate and administrate all Learning and Development activities.	Organisation	To administrate all staff training plans and ensure records are saved in PAMS HR software.
	Manager	Support Managers to organise training courses, attendees, venues and refreshments when required.
Data processing and production of organisational reports.	Manager	Support the Hr Team Leader the collation of monthly, quarterly and annual statistics for all HR functions in the organisation.
To maintain room booking appointment dairies and reminder systems.	Staff	That staff have efficient access to suitable meeting spaces for young people as needed.
Provide support administration to enable the collation, production and distribution of organisation information and documentation.	Organisation	To enable production of organisational documents such as annual reports, strategic plans etc.

Job role	Accountable to	Why?
Provide support administration in organising of conferences, seminars, workshops etc.	Organisation	Support Managers when required to arrange venues / refreshments, prepare materials and delegate packs.
To assist with managing and maintaining the Health and Safety Regulations for the organisation.	Team	Support HR Team Leader and Admin team to carry out weekly office Health and safety checks and fire alarm testing.
To provide facilities management for the 303 office.	Team	Support HR Team Leader and Admin team to maintain the condition of the office and arranging necessary repairs as required.
Provision of organisational administrative support, particularly to senior management and MACS Board of Directors.	Organisation	General Administrative duties including the typing of correspondence, minutes, reports etc.
General Office duties.	Organisation	Including ordering office consumables, managing, general computer data inputting, organising meetings, provide refreshments to visitors to office, photocopying.
Maintain all content on MACS Staff Portal (intranet).	Organisation	Make sure all up to date organisational documents are on MACS staff portal and accessible to all staff.
To update and maintain the MACS Admin handbook.	Manager	Provide an instruction handbook on how to complete core ICT and Communication related tasks in the event of the absence of the Communications Administrator.
Overseeing Organisational Archiving (Digital and Paper) and timely destruction of documents in line with MACS Data Protection policy.	Statutory Bodies	To comply with GDPR and Employment Law legislation regarding record keeping.
To attend monthly team meetings.	Organisation Team	To develop a knowledge and understanding of and work towards the attainment of Team Balanced Score card and organisational aims and objectives. To support team by working together, sharing responsibilities and work load, to achieve aims and objectives.
Undertake monthly supervision with Team Leader, manage workload to meet targets identified in your supervision, attend service days and other relevant professional tools such as workplace coaching.	Manager	Promote development through reflective practice, innovative thinking, transparent communication and solution focused approach. Ensure effectiveness in role and provision of high-quality service to staff, volunteers and young people. To ensure continuous professional learning and development needs.
Adhere to MACS Policy and Procedures.	Manager	Ensure effectiveness in role, provision of high-quality service in the organisation and maintain safety of all staff, volunteers and young people.
Any other duties that may be required.	Manager	Responding to arising needs of the organisation and always putting young people, volunteers and customers first.

PERSONAL REQUIREMENTS

- The ability to plan and prioritise workload
- Excellent communication skills
- High level of attention to detail and accuracy
- Good interpersonal and team working skills with a flexible and adaptable attitude to work
- Able to be a self-starter with the ability to use initiative
- To demonstrate effective leadership skills
- The ability to understand and work in accordance with MACS ethos and values base
- The ability to communicate effectively to a wide range of people, particularly young people and stakeholders
- The ability to accept direction and supervision
- The ability to maintain a comprehensive and up to date written record of work undertaken
- To have the commitment to undertake relevant training
- To work as a team member and assist in developing and shaping the Service to meet Young People's needs and strategic objectives
- Good time keeping skills
- To represent MACS in a professional manner
- To work on own initiative and make decisions (autonomous) in a responsible and accountable manner
- To be resilient and compassionate in a challenging environment.

PERSON SPECIFICATION

SKILLS AND KNOWLEDGE REQUIRED BY POST HOLDER		
CRITERIA 1	CRITERIA	ASSESSMENT STAGE
<ul style="list-style-type: none">• 2 years' experience of HR Administration	ESSENTIAL	SHORTLISTING
CRITERIA 2		
<ul style="list-style-type: none">• Educated to GCSE level (grades A-C) to include Mathematics and English language (or equivalent)	ESSENTIAL	SHORTLISTING
CRITERIA 3		
<ul style="list-style-type: none">• Computer literate with experience of using a variety of software, in particular Microsoft packages, CANVA and WordPress	ESSENTIAL	INTERVIEW
CRITERIA 4		
<ul style="list-style-type: none">• To work within the ethos, culture and values of MACS.	ESSENTIAL	INTERVIEW
<ul style="list-style-type: none">• Can be resilient and compassionate in a challenging environment	ESSENTIAL	INTERVIEW
DESIRABLE CRITERIA		
<ul style="list-style-type: none">• CIPD Qualification	DESIRABLE	SHORTLISTING
<ul style="list-style-type: none">• Experience of using HR Software	DESIRABLE	SHORTLISTING
<ul style="list-style-type: none">• Experience of working in the Voluntary sector	DESIRABLE	INTERVIEW