

JOB DESCRIPTION

Position:	Office & HR Administrator
Responsible to:	People Manager
Works With:	League staff, senior management, external organisations
Location:	Hybrid working – office in Godalming and home

Overview:

We are seeking an organised and proactive Office & HR Administrator to support our People & Culture team with a range of office administration and HR-related tasks. This role will involve managing daily administrative duties, assisting with HR processes, and ensuring the smooth operation of our office environment.

The League Against Cruel Sports is Britain's leading charity working towards a kinder society where persecuting animals for 'sport' is in the past.

Redefining what is acceptable and inspiring change, we were instrumental in helping bring about the landmark Hunting Act 2004. Driven by compassion and empowered by knowledge, we manage sanctuaries to protect wildlife, carry out investigations to expose law-breaking and cruelty to animals, and campaign for stronger animal protection laws and penalties.

United, we will end animal cruelty in the name of 'sport'.

Purpose of Job:

- To assist in the smooth running of the office
- To liaise with organisation suppliers, by email, over the phone and in person at the office
- To support the People & Culture team to provide effective people processes

JOB DESCRIPTION

Principal Responsibilities:

Office Administration:

- Conduct weekly fire tests to ensure compliance with safety protocols.
- Perform monthly office checks to maintain a safe and organised workspace.
- Order office supplies, including stationery, refreshments and other essential items.
- Maintain archive logs and arrange document destruction.

HR Administration:

- Monitor the people inbox and respond to queries in line with people processes.
- Compile and submit monthly database reports on PeopleHR.
- Manage various PeopleHR tasks such as birthdays, training evaluations and employee sickness tracking.
- Assist in recruitment efforts by scheduling interviews and managing candidate communications.
- Coordinate the collection of content for monthly internal newsletter.
- Schedule meetings, prepare papers and minute routine meetings.
- Provide admin for CEO & Board of Trustees when required, including making travel arrangements and expenses administration.

Outstanding Items Management:

- Track and manage outstanding items, including training refreshers, documentation, employee holidays, and probation reviews.

Supplier Services:

- Liaise with various suppliers for services such as carpet cleaning, window cleaning, fire extinguisher checks, and water services.
- Maintain and update records when supplier prices, details, or services change.
- Raise purchase orders and process invoices.

Training and Events Coordination:

- Book staff training sessions and ensure all necessary materials are prepared.
- Arrange hotels and transport for staff attending events, ensuring all logistics are handled efficiently.

Compliance and Checks:

- Conduct annual driving license, car MOT and insurance checks for relevant staff members.
- Conduct health & safety checks and DSE risk assessments

General:

- Conduct a full update of the asset register
- Work in line with company policies and processes, in particular health and safety and information security
- Actively work to embed sustainability into day-to-day practices, advancing sustainability at the charity
- Take an inclusive and collaborative approach to teamwork and stakeholder engagement
- Any other duties that are reasonably asked of you

JOB DESCRIPTION

Skills/Knowledge	Essential	Desirable
Experience and Knowledge	▪ Previous experience in an administrative role. ▪ Strong organisational skills and attention to detail. ▪ Excellent communication skills, both written and verbal. ▪ Proficient in Microsoft Office Suite. ▪ Ability to manage multiple tasks and prioritise effectively.	▪ Previous experience in an HR support role. ▪ Experience with HR software systems. ▪ Experience of health and safety
Personal Characteristics		
1. A genuine empathy and compassion for animals and commitment to the objectives and purpose of the League. 2. A collaborative approach to work and a commitment to the values of accountability, openness and diversity. 3. A credible, approachable person that can build rapport and win hearts and minds for the League.		

Acknowledgement	
I acknowledge receipt of this job description. I confirm that I have read, understood and accept the requirements of this role.	
Signed by the employee:	
Printed name:	
Date:	