

Review Date: June 2025

Reports to: Head of Human Resources

Responsible for: No direct reports

Key Relationships: Head of Human Resources, CEO, Directors, Trustees, Head of Visitor Services (ECM & ESD) Facilities Managers, Visitor Services Managers, Café Management.

This is a varied and rewarding role, providing vital HR and administrative support across the organisation. You'll help keep our HR processes running smoothly — from maintaining records and supporting staff queries to coordinating training, recruitment, and inductions.

Purpose of the role:

In addition, you'll provide high-quality support to the CEO and Board of Trustees, ensuring meetings, agendas, and documentation are well-prepared and organised.

Main Responsibilities:

HR Administration & Data:

- Act as the first point of contact for HR administration, including contracts, DBS checks, right-to-work checks, references, and new starter/resignation paperwork.
- Keep employee records accurate and up to date, in line with policies and legislation.
- Support payroll by providing accurate information to the finance team.
- Maintain HR systems (HRIS), including holidays, absences, and training records, carrying out audits where needed.
- Provide regular and ad hoc HR reports, including monthly sickness and retention updates.
- Help review and update HR policies and procedures.

Employee Support:

- Answer basic HR queries and know when to escalate more complex issues.
- Provide guidance in the absence of the Head of HR.
- Support internal meetings, projects, and employee engagement initiatives.
- Stay up to date with employment law and HR best practice.

Training:

- Manage the online training portal, ensuring new starters are set up correctly and leavers are removed.
- Run monthly training reports and share with managers.
- Coordinate training arrangements such as travel, accommodation, and liaising with external suppliers.

Recruitment & Induction:

- Post job adverts, manage applications, and keep records updated.
- Support managers with interview arrangements and candidate communication.
- Organise inductions and occasionally lead them when required.

CEO & Board of Trustees Support:

- Provide administrative and secretarial support to the CEO and Trustees.
- Organise and minute meetings, prepare agendas, and distribute papers.
- Support trustee recruitment and induction.
- Assist the CEO with diary management, travel, and event arrangements.

Job Description – HR Administrator

General:

- Carry out other reasonable duties as required of a HR Administrator.
- Some travel to Eureka! Science and Discovery (Wirral) and occasional weekend work may be required.

Qualifications:

- Level 3 CIPD qualification or equivalent (desirable but not essential)

Experience & Skills:

- HR administration experience
- Strong organisational and time management skills
- Excellent attention to detail and accuracy
- Confident communicator at all levels
- Good IT skills and HR systems knowledge
- Understanding of employment law and best practice
- Professional, discreet, and able to handle confidential information
- Flexible, proactive, and able to prioritise effectively