



People & Governance Administrator – Job Description, Person Specification & Competencies

Name of Employee	
Date of Issue	
Department/Location	Head Office – Worthing – occasional travel to other sites across West Sussex
Reporting Line	People & Governance Business Partner
Grade / Hrs / Duration	Grade 1, 21.75 hours per week
DBS – Level Required	Basic
Job Summary	
<p>West Sussex Mind is a local Mental Health charity providing support to people with mental health problems and also undertaking work to challenge stigma and raise awareness around mental health in local communities. The organisation currently has around 120 employees and provides services in several locations at a range of different sites. We have 3 full-time office and service locations (Worthing, Littlehampton & Southwick).</p> <p>The purpose of this role is to provide high level administration for West Sussex Mind’s People and Governance activities</p>	
Scope & Accountabilities	
This role has no line management responsibilities.	
Key Tasks	
<ol style="list-style-type: none"> To provide an effective day to day HR Administration for the organisation including: <ul style="list-style-type: none"> Accurate, timely, efficient and confidential administration of key HR processes adhering to WS Mind policies and procedures. Responsibilities for recruitment and administration of HR operations which comprises a range of HR processes relating to prospective and current employees, and leavers. 	

- Processing of paperwork relating to recruitment, selection and appointment, probation and performance management, contract extensions and changes, maternity, flexible working requests, pay review, leavers and carrying HR system actions relating to the above.
 - Administration to support learning and development activities including organisation of away days, management and Board development days.
 - Support with the administration of the employee induction process and online learning platform.
 - Monitoring and responding to HR inboxes and responding to basic enquiries, raising and sign posting enquiries to the relevant person.
 - Support the process for undertaking, reviewing and maintaining records for all employees including DBS checks.
 - Support the administration of employee forums and working groups.
 - Co-ordinate internal communications that reflect and contribute to our organisational culture.
 - Support with our monthly payroll process, including the chasing of outstanding sickness forms.
 - Support other departmental activities as required, such as note taking support in formal meetings, note taking at employee working groups and forums, HR related goals set within employee forums or working groups.
 - Support with organisational processes generally such as sustainability and health and safety and provide assistance to colleagues with project work.
 - Support with the team with the preparation of our yearly audit.
2. To provide effective administration of day-to-day Governance support for the organisation including:
- Administration of Board meetings, Committee meetings, Annual General Meetings and Board workshops including issuing of all Board papers and typing up notes of meetings where required.
 - Ensure policies and procedures are updated on systems in line with Board sign off.
 - Oversee the annual process for the WSX Mind membership list.
3. General
- Provide system generated reports and verbal updates as required.
 - Undertake any other tasks, duties and project work as required and as requested by the Manager and to meet the requirements of the department.
 - Contribute to creating a safer working environment for yourself, your colleagues and service users. To this effect, you should, as a minimum, follow safety rules, engage in safety training and report incidents or hazards.
 - Adhere to all WS Mind policies and procedures.

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

Essential Experience/Qualifications
<ul style="list-style-type: none"> • Providing quality administration and knowing when to escalate concerns • Experienced IT user with excellent knowledge of Microsoft 365
Preferred Experience/Qualifications
<ul style="list-style-type: none"> • Experience of working in a charity or social care sector in a HR and Governance role • Experience working in a HR function within an organisation. • Experience of using HR monitoring systems • Working towards a CIPD qualification, or other relevant professional training.
Professional & Technical Knowledge, Skills and Abilities
<ul style="list-style-type: none"> • High level of personal effectiveness – excellent organising and administrative skills • Good ICT skills including use of office 365 to manage information and processes • Strong communication skills both written and verbal • Highly proactive and demonstrating ability, commitment and motivation to provide high quality HR administration • Understanding of HR and Governance systems and processes • Tact and diplomacy to work with confidential information and build relationships • Commitment to equality, diversity and inclusion practice and behaviour • Ability to learn new areas quickly and manage them confidently and effectively • Ability to contribute and collaborate as part of the WSX Mind Head Office Team. • A commitment to the wider work of WSX Mind and Mind’s mission and values.

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

Signed: Staff member		Date:	
Signed: Line Manager		Date:	