

Position Title	HR Apprentice	
Position Number		
Remuneration Band	£21,749 per annum (Band 1)	
Post Conditions	Fixed Term – 18 months (or duration of apprenticeship)	Full Time (35 hours per week) including the 20% of training
Position Location	London Fields NCB promotes a hybrid, flexible way of working, staff can work remotely for part of the week if they wish and in the office or face to face for 2 days per week. This position may be required to work in the office more than the standard 2 days a week.	
Directorate	Corporate Services	
Reports To	Head of People & Culture	
Direct Reports	n/a	

Purpose of Role

To support the efficient day to day running of the People & Culture team by providing high level administrative support.

Organisational Context

For nearly 60 years, the National Children's Bureau has worked to champion the rights of children and young people in the UK. We interrogate policy and uncover evidence to shape future legislation and develop more effective ways of supporting children and families. As a leading children's charity, we take the voices of children to the heart of Government, bringing people and organisations together to drive change in society and deliver a better childhood for the UK. We are united for a better childhood.

Key Accountabilities

- Assisting with admin requirements of the People & Culture team.
- Responding to internal and external queries.

- Supporting the administration of the recruitment cycle, including reference checks, db's applications and induction.
- Provide general HR administration support, issuing letters to staff.
- Coordinating interviews for NCB's recruitment needs, including diary scheduling, meet & greets and corresponding with applicants.
- Manage the People & Culture sections of the intranet ensuring all relevant data is available and up- to-date.
- Support HR system administration with tasks such as password resets, data input.
- Coordinate the CEO inductions and other organisational training
- Assist with specific people projects.
- To provide cover for the Corporate Services Assistant when required
- Part of NCB's Phone Group, a rota answering the mainline number.
- To work within the parameters of GDPR, ensuring data and information is protected and handled correctly.
- To promote diversity, equity and inclusion in all areas of the People teams work

Role Descriptors

Decision Making

- Work on well-defined tasks and activities.
- Make decisions or take actions relating to own work where impact is visible and short term.

Analysis and Initiative

- Work is guided by instruction and established working practices.

Working Relationships

- Exchange straightforward information clearly, respond to standard queries and be courteous to colleagues and external contacts
- Act as the first point of contact to internal and external stakeholders on a variety of enquiries. This could include job applicants, young people or trustees so different approaches may be required.

Developing Others

- No direct line management responsibility.
- Work cooperatively as a team member

Resource Management

- No direct budget responsibility.

Person Specification

Knowledge, Skills and Expertise

Essential

- Effective team player
- Ability to work flexibly and creatively in a busy team and to prioritise work to meet the needs of staff whilst maintaining professional standards.
- Highly organised with strong attention to detail.
- Able to manage processes efficiently.
- Excellent interpersonal skills with the ability to quickly establish, and maintain, good working relationships at all levels.
- Good written and verbal communication skills.
- Good IT skills (Microsoft Word and Outlook are essential, good Excel and PowerPoint skills are desirable).

- Excellent attention to detail.
- Excellent numeracy skills.
- Adaptable with a positive attitude to change.
- Ability to maintain confidentiality at all times.

Desirable

- Experience of working in the voluntary sector.
- A desire to progress professionally in HR

Other

- The Post Holder will be expected to comply with NCB's policies, including Safeguarding, Health Safety & Environment and Data Protection policies.
- The post holder may require a basic DBS check.

Working at the National Children's Bureau

NCB is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

Background Checks

To ensure we effectively safeguard the children and young people that we work with, NCB will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions. After interview we may ask potential staff members in relevant roles for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS).

In order to process the Disclosure check, NCB is required to confirm the identity of any potential staff members. For this reason we will seek documentation as evidence of identity and a list of the documents required will be discussed with the potential staff member by the Human Resources team. You do not have to consent to these checks being carried out. However, if consent is withheld NCB will have the right to withdraw the offer of employment.

Benefits and Conditions

NCB employees enjoy a number of benefits as part of the terms and conditions of their employment including generous leave provisions, season rail ticket loans, a flexible approach to working, an Employee Assistance Program, and workplace pension contributions.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.