



**Bromley
by Bow
Centre**

Bromley by Bow Centre Recruitment Pack

People Team (HR) Assistant

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Bromley by Bow Centre

The Bromley by Bow Centre is a hub for the community in the East London borough of Tower Hamlets. ***Our purpose is to enable our community to thrive.*** We provide a wide range of services to support individuals, many facing complex personal situations and longer-term underlying issues, in a holistic and integrated way.

Our programmes are grouped in four main themes:

- Addressing skills gaps, language barriers and gaining qualifications to support access to employment and developing social entrepreneurs
- Advisory Services for energy, bills & housing, money management, accessing state support
- Health & Wellbeing: Social Prescribing (gardening, arts, physical activity, healthy lifestyle advice) and community connection through our Welcome Hub
- Social Care: fun, purposeful daytime activities for people with complex needs providing respite for their carers

Our services are co-located with a GP practice: another gateway to seamless support for diverse needs. These days it is widely accepted that in our poorest communities, as much as 80% of being healthy is directly connected to the impact of social factors. Our model uniquely focuses on meeting both social needs and medical needs, side by side.

Beyond services, we also provide people with a place to be, to come together, to connect. People of all ages, genders, nationalities, faiths and backgrounds use our space. For many this is the gateway to accessing help for the first time.

We help 3,500 people a year, plus their families, to withstand crises and make lasting changes to their lives. With our deep local roots, over half of the people we support live within a mile from the Centre. But the impact of our work reaches far beyond Tower Hamlets - our work is recognised internationally and we share our learning through an active programme of visits, tour and training courses with individuals and institutions from around the globe.



Our work is based on people's individual needs, because we know that health and wellbeing is primarily driven by social factors, not medical ones.

Our model is based on community empowerment and people taking control of their lives.

Our statement of intent

This captures the things we are doing to support Our Purpose

The Bromley by Bow Centre is a **Hub for the Community**

Summarised by one of our employees recently...

“Not everyone needs support, but everyone needs a community”



We are a **local charity**



Making a difference in our **local community**



We value our staff and volunteers who are essential to what we do



We offer **person-centred, holistic and integrated support** across **health and well-being**



We work in partnership with **Primary and Secondary Care**



As well as a **wide range of other local partners**



We engage widely with our **community**



We offer **tailored support** to those **who need it**



Our ethos is one of **empowerment**



We **amplify the voices of the community** through everything we do



We **learn** from what we do and from others



We **share** our learning and support others to build on our success

Why work at the Centre?



We know working at the centre is rewarding, as you will be contributing to creating lasting change for the community, but want our employees to get something back. Our benefits formally recognise our employees for the important work that they do everyday

Generous leave allowance

*Time off is equally as important as being in a job you enjoy! Our holiday entitlement is 27 days, plus bank holidays. We also close between Christmas Day and New Years Day so get 3 additional days off then, plus the day off for your birthday. We also have 2 Celebration Days a year, these days are to recognise Eid (as the majority of our employees celebrate Eid) however can be used for any other religious holidays throughout the year or anything else that is significant to you. A **total of 41 days of paid leave** (prorated for part time employees)*

Regular social activities

We have regular social lunches, festivals and celebrations throughout the year, both internally for employees and jointly with the community and two all staff away days/offsites a year

Hybrid Working (60% at the Centre)

We know that flexibility supports work life balance so have a hybrid working policy. We expect people to be in the centre at least 60% of the time (although this may vary by individual team/business need)

Employee Assistance Programme and OH support

You can access 24 hour support via our Employee Assistance Programme, and we have enhanced sick pay of full pay for up to four weeks. If you are off sick for a period of time when you're ready to come back we will support you with a manageable transition back to work, with the support of Occupational Health.

Interest free loan (bike, season ticket or rent)

*We offer up to £1500 interest free loan to put towards a Bike, your train/tube travel (season ticket), **or** a deposit for first months rent or buying. The monthly repayments will be deducted through payroll over 12 – 18months.*

Flexible use of OMP (maternity pay)

The last 13 weeks of maternity leave are normally unpaid but our policy is to pay these weeks at the SMP rate. This additional pay can either be split and used to top up your SMP at the beginning or used at in the final 13 weeks when your paid SMP runs out

Matched Contribution Pension Scheme

We match pension contributions up to 4% (and this increases with length of service up to 7%). You can of course contribute more than 4%

Sabbatical

If after 7 years with us you feel you need a break, you can take up to 6 months sabbatical (unpaid) and return to employment with us

The role

We are looking to recruit a People Team (HR) Assistant at the Bromley by Bow Centre (“the Centre”).

We are looking for someone who can support with all our HR administrative processes, ensuring we have effective ways of working across the Centre and are compliant with all regulatory requirements and best practice

The People Team Assistant will also play an important role in developing our internal culture and supporting with employee engagement events.

This role will suit someone keen to develop a career in the HR.

We are ideally looking for someone who is available to start immediately.

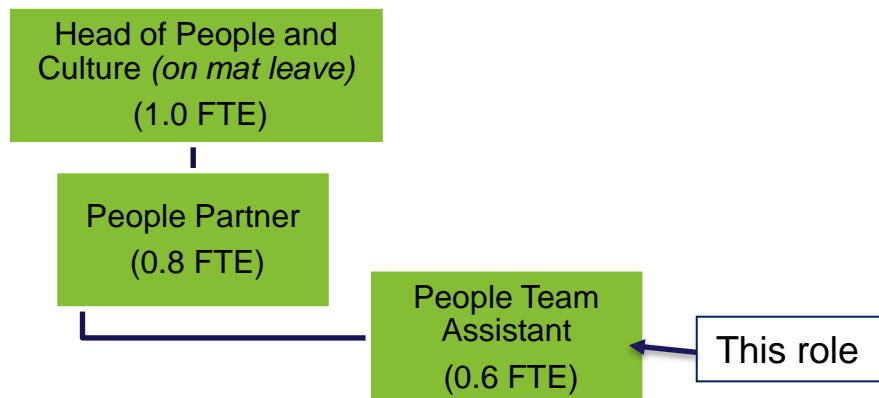


The Role

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|-----------------------|---|
| Job title | People Team (HR) Assistant |
| Salary | £24,000 (Prorated to £14,400 for 0.6 FTE) |
| Contract | Fixed Term Contract until March 2025 |
| Hours | 21 hours per week (preferred to be worked across 4 days) |
| Location | Bromley by Bow Centre |
| Hybrid Working | At least 60% at the Centre |
| Holiday | 27 days + bank holidays and an extra day off for our birthday. <i>(Pro rata for short term and part time contracts.)</i> |
| Pension | 4% matched contributions, increasing with length of service |
| Deadline | Monday 21st June 2024 (at 09.00am) |
| Interviews | Thursday 27th June 2024 (in person) - <i>there will also be a task</i> |



The team



Application

Requirements for the role

- Right to work in the UK (unfortunately we cannot offer sponsorship)
- This post is subject to a police check of previous criminal convictions with the Disclosure and Barring Service (DBS)

Application

To apply please send in your CV and covering letter detailing your skills and experience for the role and how you can demonstrate the essential criteria of the person specification of the role to people@bbbc.org.uk

Please let us know how we can make the recruitment process more accessible for you or if you would like us to send you the job pack in a different format by emailing people@bbbc.org.uk



People Team Assistant

Job Description – Responsibilities

The role includes the following duties however these may change as the post evolves:

1. Employee life cycle

- Manage onboarding process for all new starters (contracts, new hire forms, reference checks, RTW and DBS checks, mandatory training), starting the process within one week of offers being made.
- Following up for paperwork to be completed by set deadlines
- Flag any issues with DBS or references to People Partner as soon as they come up
- Ensure that probation review deadlines are diarised with managers and follow up for paperwork
- Complete all change letters
- Write to confirm resignations
- Support in confidential meetings – taking minutes that are shared within a week.
- Send relevant paperwork and book all exit interviews

2. System and file management

- Maintain all People team online files (ensuring we are compliant and filing leavers)
- Maintain BrightHR (our HR system) updating with all changes to T&Cs within a week
- Prepare employee payroll spreadsheet to monthly timelines for People Partner to review
- Ensure SharePoint is updated with most up to date policies and forms
- Manage People Team inbox - ensuring all queries are responded to in at least 2 days

People Team Assistant

Job Description – Responsibilities

3. Recruitment and onboarding

- Provide relevant templates to hiring managers (job pack, screening questions and interview questions etc)
- Post jobs the website, our LinkedIn and adhoc job boards through Hireful
- Work with Income Generation and Marketing team to ensure jobs are posted across social media platforms
- Work with People Partner to arrange interviews through our applicant tracking system (Hireful) and send calendar invites (and Team's invites if necessary)
- Work with People Partner to understand where People team can support on interview panels, ensuring a People team member is on one of the panels
- Responding to queries and supporting with coordination of volunteer support

4. Culture, EDI and Engagement

- Support with activities assigned in the EDI working group
- Populate new employees' calendars with all staff events
- Support People Partner with the coordination of all staff events
- Add new employees to distribution lists, Teams channel and SharePoint
- Work collaboratively with the People Partner, Communication and Marketing Officer and the Events Coordinator to ensure that planned events have clear comms internally, shared with reasonable lead times
- Support with adhoc projects to develop and improve People team ways of working (*recognition, induction, etc.*)

People Team Assistant

Job Description – Person Specification

Essential Experience and Skills

- Commitment to the vision and mission of the Bromley by Bow Centre
- Understanding of the social determinants of health and how they impact on integrated services in a community setting
- Understanding of the systemic inequalities and barriers that people in our community face and a commitment to anti-racist and inclusive practice
- Strong administrative experience
- Experience supporting with recruitment processes
- Excellent attention to detail
- Experience handling confidential data
- Experience of building and sustaining relationships (internally and externally)
- Strong experience using Office packages (incl. SharePoint, Teams, Outlook)
- The ability to work to tight deadlines and able to prioritise

Desirable

- Experience of working within a HR role/team
- Experience coordinating events
- Strong excel skills would be advantageous (vlookups, pivot tables etc.)
- Speak a community language (I.e. Bengali, Somali)