



## HR Administrator

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## The HR Department

Our HR Department in Cambridge provides a comprehensive generalist HR service across the organisation. We support around 140 UK-based employees and 30 international expatriate employees. In addition, we provide HR support to FFI offices around the world, who directly contract a further 230 national staff. Our Department is comprised of a Head of HR, Senior HR Adviser and HR Officer, and we are supported by an external agency providing UK payroll services.

## The Opportunity

This is an exciting opportunity to gain HR exposure in an international organisation to begin or further your HR career. Your role will be busy and varied – including dealing with routine HR queries, providing a full administration service across the employee life cycle, supporting the development of the HR pages of our internal online platform and maintaining our HR information system.

You will have excellent administration skills and experience (including use of Microsoft Office), you will be highly organised, methodical in your approach to work and have meticulous attention to detail. You will have an understanding of the HR function and framework and will also be willing to learn new systems and acquire new knowledge and skills. Previous experience in an HR team or other highly relevant experience is desirable.

Your excellent interpersonal and communication skills will enable you to build positive, productive work relationships with colleagues and ensure that our HR Department remains a trusted and approachable service for managers and employees. The ability to maintain a high degree of confidentiality is essential.

You will enjoy working in a fast-paced environment, where the ability to respond swiftly to changing organisational and team needs is paramount. In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	£18,000 - £20,000 pro rata per annum
<b>Location:</b>	Fauna & Flora International, Cambridge (Some remote working may be considered)
<b>Benefits:</b>	25 working days' annual holiday entitlement pro rata plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed  For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.  Group Life insurance, currently set at a benefit of 4 x basic salary
<b>Hours of Work:</b>	This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break. (Part-time working – minimum 60% time – may be considered)

## Job Description

**Job Title:** HR Administrator

**Reports to:** HR Officer

**Purpose of the Role:**

- To provide a comprehensive and efficient administration service across the HR Department

**Main Duties:**

**HR administration**

- Act as an initial point of contact for HR, responding to queries and requests from employees and managers, and referring on as appropriate
- Carry out pre-employment checks and maintain records in accordance with legislation
- Maintain electronic and paper employee files and other HR records, ensuring data is correct and updated in a timely manner

- Provide comprehensive and efficient administrative support across the HR Department and the employee life cycle, including:
  - Processing starters and leavers
  - Administering changes to employee terms and conditions
  - Administering changes to employee details
- Record absence, bringing issues of concern to the attention of the HR Officer and/or Senior HR Adviser
- Provide information for management reports or audits as required
- Provide accurate and timely financial administration, in compliance with internal systems, policies and procedures, including:
  - Inputting purchase orders to FFI's operating system (FocalPoint)
  - Submitting and tracking invoices for payment
  - Maintaining the recruitment budget
- Act as site editor for the HR *MyFFI* site, including:
  - Ensuring site content is accurate and up to date
  - Supporting the HR Officer in the management and development of the site's content, ensuring the site is user-friendly and information is easy to access and easy to understand
- Adhere to Data Protection legislation and FFI policies and procedures relating to the processing and storing of HR data, including compliance with the HR Retention policy

#### **HR Information System (*MyHR*)**

- Maintain *MyHR*, including:
  - Inputting data, e.g. starters, leavers
  - Ensuring employee data is accurate
  - Supporting managers and employees in using *MyHR*
  - Identifying and resolving technical problems, liaising internally and with external provider as necessary
  - Developing and maintaining a user manual for the HR team
  - Recording and monitoring absence records

#### **Recruitment and induction**

- Collate data on the effectiveness of advertising media to inform future media choices
- Post recruitment adverts

#### **Employee Benefits**

- With the support of HR Officer, administer employee benefits including: Childcare Voucher Scheme, Eyecare Scheme, Travel to Work Loan Scheme, Cycle to Work Scheme
- Assist the HR Officer with administering business travel insurance claims, including submitting claims and liaising with FFI's insurance broker as appropriate
- Administer international medical insurance

#### **Other**

- Carry out research as requested into HR issues
- Carry out any other reasonable duties which are consistent with the position

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent administration and organisational skills</li> <li>• Structured and methodical approach to work</li> <li>• Excellent communication (verbal and written) and interpersonal skills</li> <li>• Meticulous attention to detail</li> <li>• Ability to balance competing priorities</li> <li>• Ability to work autonomously</li> <li>• Competent user of Microsoft Office</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Competent user of HRIS</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Relevant administrative experience</li> <li>• Understanding of the HR function and framework</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in HR</li> <li>• Good understanding of HR practices and employment legislation</li> <li>• Experience of using HRIS</li> <li>• Experience of maintaining intranet/ website</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates FFI's values</li> <li>• Genuine interest in HR</li> <li>• Friendly and approachable</li> <li>• Builds positive personal and organisational relationships</li> <li>• Self-motivated, with proactive and pre-emptive approach to work</li> <li>• Willing to learn new systems and acquire new knowledge/ skills</li> <li>• A team player</li> <li>• Respects confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and empathy with FFI's mission and vision</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> </ul>	



## FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

## How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org)

Please mark your application '**HR Administrator**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Wednesday, 16 September 2020**. Interviews are likely to take place on **Thursday, 1 and Friday, 2 October 2020**. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely. Candidates selected for interview will be contacted by email.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity