

JOB DESCRIPTION	HR Generalist Administrator
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Post Details

Post Title:	HR Generalist Administrator
Location:	Deepdene House, First Floor, 30b Bellegrove Road, Welling, Kent DA16 3PY
Salary Scale/Grade:	
Line Manager:	HR Manager, with a functional reporting line into the People and Engagement Director

1. Job Summary

1.1 At Bridge, therapeutic optimism is central to our work. We believe all clients with mental health challenges can make positive changes to their lives, and all staff play a role in supporting this journey.

1.2 The HR Administration Assistant provides essential administrative support across HR functions. This is a support-focused role, assisting the HR Manager with recruitment, onboarding, training, and employee record-keeping. The role offers exposure to generalist HR activities, making it ideal for someone beginning their CIPD Level 3 or aspiring to develop a broad HR skillset.

1.3 This role provides administrative support only and does not include leading HR processes, attending disciplinary hearings, or managing employee relations.

1.4 As the organisation grows, the role may evolve to meet the changing needs of the business, providing opportunities to develop additional HR knowledge and experience.

1.5 The post may occasionally cover reception duties.

2. Main Relationships

- 2.1 HR Manager (direct report)
- 2.2 People & Engagement Director (functional reporting line)
- 2.3 L&D Officer
- 2.4 HR Administrator (Essex)
- 2.5 Executive Team, Managers, and employees
- 2.6 Board of Trustees
- 2.7 External partners and suppliers
- 2.8 Internal departments for HR, business support and training matters

3. Key Responsibilities

3.1 HR Administration Support

- Provide administrative support to the HR Manager in day-to-day HR operations.
- Assist with recruitment administration, including job postings, scheduling interviews, ordering flowers, arranging events (organisational events and social events), and coordinating Enhanced DBS Applications, employment history/references, new starter health reports.
- Support onboarding and induction processes, including preparing induction packs and ensuring new starters have required resources.
- Maintain employee personnel files, both digitally (SAGE HR/SharePoint) and in hard copy, ensuring accuracy and GDPR compliance.
- Monitor shared HR related mailboxes (Info, Vacancies, DBS & Training) and direct queries as appropriate.
- Support the HR Manager with basic reporting on HR metrics (e.g., turnover, recruitment timelines).
- Take notes and minutes at HR team meetings, grievance meetings and disciplinary meetings, and circulate actions or follow-up points as required.

3.2 Training and Development Administration

- Coordinate and book internal and external training sessions for employees.
- Assist the L&D Officer with all aspects of learning and development administration, including maintaining training records, tracking attendance, and supporting training related communications.
- Ensure training compliance and maintain accurate records of completion.
- Support the organisation of HR and training events, meetings, and conferences, including coordination with internal and external partners.

3.3 Reception and Office Support (as required)

- Serve as a temporary point of contact at reception during peak periods and also annual leave.
- Answer phone calls and direct enquiries to the appropriate team.
- Assist with general office administration, including printing, filing, and maintaining central records and files to ensure they are organised.

3.4 General Duties

- Participate in training and personal development opportunities.



- Comply with Bridge's policies, including Health & Safety, Equality Diversity & Equality, Sexual Harassment, and GDPR.
- Undertake other duties as reasonably required in line with the nature of the role.

The responsibilities of this role may change as the organisation grows, providing opportunities to develop additional HR knowledge and experience.

HR Generalist Administrator		PERSON SPECIFICATION
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Experience	• Good level of maths and written English • Experience in an administrative or HR support role • Working towards a relevant HR Qualification, e.g. CIPD Level 3	• Some experience coordinating recruitment, onboarding, or training processes. • Experience working in a not-for-profit. organisation
Knowledge	• Knowledge of standard office administrative practices and procedures • Experience using HR software, e.g., SAGE HR • Awareness of GDPR and data protection requirements • Familiarity with SharePoint for storing and organising documents	• Understanding of general HR processes and practices
Skills/ Abilities	• Strong organisational skills, with the ability to prioritise tasks effectively. • Excellent time management and timekeeping; able to meet deadlines and maintain punctuality. • Professional telephone manner and excellent communication skills – phone, written, oral, and in person. • Strong attention to detail and accuracy; able to produce work that is reliable. • Able to work effectively in a busy environment. • Able to show initiative and work independently. • Commitment to confidentiality • Proficient in IT, including Microsoft Office Suite (Word, Excel, PowerPoint)	• Basic minute-taking skills • Empathy and understanding of diverse needs
Equal Opportunities	• Awareness of equal opportunities best practice and implications in supporting service delivery	



Other	• Able to self-manage and prioritise workload. • Flexible and responsive to changing priorities. • Willingness to undertake training and development	• Awareness of Health & Safety practice
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