

# HR and Operations Assistant

January 2024



**Thank you for your interest in working for Right to Succeed. We are excited to be recruiting for a HR & Operations Assistant to build on the great work the charity is already doing, and to help us achieve more.**

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.



### **Working for Right to Succeed**

We're looking for people to join our team who are committed to supporting communities to improve outcomes for their children and young people. We offer the following benefits to all employees:

#### **Recognition for the work you do**

We offer a competitive salary and benefits package that is benchmarked against similar roles in the industry. This includes access to healthcare and enrolment into a pension scheme with employer contribution.

#### **A work-life balance that works for you**

We offer flexible working arrangements and offer a hybrid working arrangement to all employees to ensure we can attract the best people to the job, whatever their situation and wherever they live.

#### **Commitment to professional development**

We invest in our people by offering learning and development opportunities and career progression through the organisation.

#### **Opportunities to impact the lives of children and young people**

We believe that all roles at Right to Succeed contribute to improving the lives of children and young people, whether you work in direct programme delivery or part of a central team.

**Join us and harness the power of the collective to improve the future for children and young people.**



Graeme Duncan, Chief Executive

## Job Details

<b>Title:</b>	HR and Operations Assistant
<b>Reports to:</b>	HR Director
<b>Location:</b>	Hybrid (Home & Office based regular visits to the Liverpool & Manchester offices required)
<b>Hours:</b>	37.5 Hours Monday- Friday ( 30 hours 4 days per week considered)
<b>Contract:</b>	1 year fixed term
<b>Salary::</b>	Grade 6 : £22,634.00 FTE per annum (pro rata if part time) (5% pension, Mediacash and group life assurance plus 27 days per year holiday plus all bank holidays pro-rata if part time)

## Role Summary

You will be responsible for day-to-day HR & Ops administration.

The HR and Ops Assistant is responsible for supporting all HR & Operations administrative tasks including recruitment and onboarding, learning and development, and organisational development.

## Key Objectives of the Job

### Recruitment Support:

Assisting in the recruitment process, including job postings, candidate screening, and interview scheduling.

Coordinating new hire orientations and onboarding activities.

### Employee Records Management:

Maintaining and updating employee records, including personal information, attendance, and training records.

### HR Documentation:

Ensuring all documentation is filed appropriately in compliance with data protection regulations and maintaining data confidentiality.

### Software and Systems:

Utilizing HR software and systems to manage employee data, generate reports, and streamline HR processes.

Creating reports on request

### Operations Support:

Coordinating IT support, keeping stock inventory up to date, keeping records of suppliers.

### General Administrative Support:

Assisting with general administrative tasks, including filing, data entry, and maintaining office supplies.

**Please note the responsibilities of the role may be subject to reasonable changes from time to time inline with our charity needs.**

## Person Specification

### Skills

- **Exceptional Organisational Skills:** Your ability to stay organised under pressure will drive our operations forward.
- **Outstanding Communication:** With your excellent communication skills, you'll seamlessly bridge various departments and external partners.
- **Strong IT Skills:** Proficiency in modern office software and a knack for picking up new technologies.
- **Attention to Detail:** Your keen eye for detail will be essential in maintaining accurate records and executing tasks efficiently.

### Knowledge and Behaviours

- Ability to act with confidentiality, discretion and sensitivity
- Proactive approach to problem resolution
- Strong team player with the ability to support team members as needed
- Committed to continuous professional development

<b><i>Our Values</i></b>	<b><i>Key Competency 1</i></b>	<b><i>Key Competency 2</i></b>
<b><i>Commitment</i></b>	<i>Deliver excellent services to our schools and partners</i>	<i>Work as part of a team committed to delivering a mission</i>
<b><i>Integrity</i></b>	<i>Uphold principles and values</i>	<i>Follow through on responsibilities</i>
<b><i>Humility</i></b>	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
<b><i>Curiosity</i></b>	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>
<b><i>Collaboration</i></b>	<i>Build effective relationships</i>	<i>Influence and negotiate the conditions to create impact</i>

## Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



## How to Apply

To apply for this position, please send a CV and a supporting statement to [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk) by Midnight on 26th January 2024. Please note that we may close the application window earlier if we find sufficient suitable candidates.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Your supporting statement must not exceed one page and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

If you need any advice or guidance on what to include in the supporting statement, please contact [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk).

## Timetable

Shortlisting and Interviews are planned to be in person at end of January / beginning of February (or earlier if we receive sufficient suitable candidates), with a start date as soon as possible after that.

These dates may be subject to change.

## Queries

For queries about the role or, for additional information, please contact:

[recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk)

## About Right to Succeed

### How we work

We bring together residents, professionals and decision-makers to co-design a development programme that is bespoke to the needs of the local community. We call this way of working “place-based change”.

### Why we exist

The wealth of your parents still determines how well you do in education and in your career – we don’t think that’s right. Too many children in the UK are not getting the right start in life, leaving them unable to realise their full potential. We believe that no single organisation can solve this problem on their own, but together we can.

### Our Vision

Strong communities where every child is supported to succeed.

### Our Mission

We work collectively to strengthen communities and systems that enable children and young people to succeed.

### Our Values

Our culture and values underpin the way we work, how we see our relationships and the decisions we make. Our organisational values are:

Collaboration	We drive collaboration in everything we do, supporting our colleagues and partners to work better together by pooling resources, learning and expertise.
Commitment	We are committed to achieving only the best in the long-term for the children, young people and communities that we serve, and we place sustainability at the heart of our work.
Curiosity	We ask questions, listen without bias, and strive to keep an open mind.
Integrity	All our work is guided by our values and mission; we are willing to have difficult conversations to ensure this, and use clear processes and decision-making mechanisms to hold ourselves accountable.
Humility	We understand that the people in the communities we work with are the experts on their own lives, and we are constantly learning from them.



## Where we work

### Blackpool

We have supported Blackpool's implementation of their 10-year education strategy, building on the legacy of the Blackpool Opportunity Area, and focused on enabling children to thrive and achieve their potential in adulthood.

The town-wide priorities are to:

- Improve literacy
- Promote inclusion
- Support development of employability and skills

We have been working in the town for 8 years and alongside our support for the 10-year education strategy, we are currently working with leaders and schools on two programmes:

- [Pathways for All](#) - supporting the town's most vulnerable school leavers into post-16 education, employment or training
- [Youth Futures Foundation Discovery project](#) - focused on developing a collective, locally-led, evidence-informed approach to NEET systems change across the town

### Liverpool City Region

We work in North Birkenhead, Wirral on a place-based change programme called [Cradle to Career](#), which puts the community at the heart of decision making for its children and young people. Cradle to Career is now into its 4th year of delivery and due to its success, the Combined Authority has pledged funding to help us launch five new place-based change programmes across the region.

Delivery started in [Knowsley](#) and [Halton](#) in 2023, with further Discovery also starting in [Sefton](#) and [St Helens](#). The Discovery in [Liverpool](#) is due to start in 2024.

### Great Yarmouth

We are currently delivering a place-based change programme in [Central Great Yarmouth](#), Norfolk that aims to reduce youth violence and crime among children and young people by focusing on preventative measures including:

- Youth Offer
- Literacy
- Education Employment and Training

### Rochdale

In September 2023, following a year-long Discovery process for a [new collaborative project to improve inclusion](#), working collaboratively with the Council, DfE, EEF, local primary, secondary and special schools we started a Delivery Project focusing on Literacy and Inclusion across the borough.

### Tameside

In September 2023, we began a Discovery process working collectively with the Council, DfE, EEF, local secondary school sector focusing on raising Literacy standards across the area.