

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

DWP KICKSTART SCHEME - Part-Time – HR Administrator **[6 Month – Fixed Term Contract]**

[Please note this role is only open to those eligible under the DWP Kickstart Scheme]

Kickstart Ref No: KS03757C18

Reports to: The Human Resources Team

Scope

Under the DWP Kickstart Scheme – We have a unique opportunity for someone with strong I.T Skills and an interest in HR, to gain Administration experience within our Human Resources department, with the added bonus of working within a National Museum setting.

About The Museum

The Museum's mission is to tell the story of Our Army and the people who have served in it; to inspire, engage and educate, through our World Class Museum and Collections. Through our galleries and innovative exhibitions and public programme, the public can explore what it's like to be a soldier, why we fought in conflicts – past and present, and discover the impact the Army has had on our society.

The main Museum is based in Chelsea, London with an Outstation in Stevenage, Herts.

This role will be based in Chelsea, London.

Job Role

The job-holder will support the Assistant Director (Human Resources) and the Senior Human Resources Officer in a wide range of administrative activities in support of the HR department.

- Administration in support of HR and Volunteering.
- Updating of the HR Section of the NAM Intranet and data input onto the HR Management System (Bamboo).

Job Description

1. The post holder will undertake:-

- a. Routine administration in support of HR activities, including:

Recruitment (collating applications); processing starters and leavers; filing documents in date order on (Personal Files); opening and closing files; photocopying; scanning; processing on-line Disclosures; compiling contractor handbooks; answering telephone

calls monitoring the HR shared in-box, and responding to general routine email enquiries

- b. Routine administration in support of Volunteering activities, including:

Recruitment; collating applications; updating/creating files; for starters and leavers; monitoring/updating monthly hours (on Excel Spreadsheet), collating statistics.

- c. Data entry: Uploading/amending content (Staff Handbook) on the HR section of the Museum's intranet.

- d. Any other ad hoc administrative duties.

2. Person Specification:

For details on skills, experience and qualifications – please refer to the accompanying Person Specification.

3. Internal Relationships

- a. Maintain effective internal relationships with all Museum Departments.

- b. It is essential that the post-holder maintains high levels of confidentiality.

4. Health and Safety

Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum's policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

5. In addition, the post holder is required to:

- a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.

- b) Carry out their duties in accordance with NAM's Equal Opportunities policy.

- c) The post holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in the Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media.

6. The role is part-time; working 25 Hours per week - any 3 days out of 5 (Mon to Fri); 8.4 Hours per day, [*on average 8.40am – 5.00pm*].

The salary is London Living Wage at £10.85ph; [under the DWP Kickstart Scheme – open to 16 – 24 year olds only, claiming universal credit](#), for a period of 6 Months (on a Fixed Term Contract).

During the contract, the post holder will also participate in the “**EY Foundation for Employability Support Scheme**”.

7. Expected Skills Gained:

- To develop organizational administrative skills (*although set within a Charity/Public Sector Organisation*) these skills are transferable to any other sector;
- Provide good basic experience for anyone wishing to get into Human Resources or any office based administrative role;
- Learn HR processes;

8. The appointment will be subject to a security clearance.

Interested?

You will need to fulfill the DWP eligibility criteria, and must speak with your ‘Universal Credit - Work Coach’ and ask to be referred to this role, under the DWP Kickstart Scheme-Reference Number: KS03757C18. (Please note, we cannot consider any applications outside of this scheme).

If you qualify:-

How To apply:

Download and complete our Application Form, (you may also attach your CV) however please note, only fully completed NAM application forms will be considered.

For an application form please visit our website at: <https://www.nam.ac.uk/jobs>

The closing date for receipt of application forms is 12.00pm (Noon) on Friday 10th December 2021.

Please email completed forms to: hr@nam.ac.uk

If you have not had a reply within 2 weeks of the closing date please assume that your application has been unsuccessful. Due to the volume of applications that we receive please note that we are unable to provide feedback at this stage.

The National Army Museum is an Equal Opportunities employer.

Justin Maciejewski, Director
National Army Museum

November 2021

Signature:..... Date:.....