



Volunteer Training & HR Systems Administration Support



What will you do?

- Support training and recruitment administration
- Maintain training and HR systems
- Maintain and analyse training records
- Liaise with all Staff, Volunteers and Trustees regarding these systems as needed
- Ensure all Staff, Volunteers and Trustees undergo compliance training to the required timescale
- Undertake administration regarding the booking of external courses or internal courses and webinars as needed
- Undertake administration of recruitment including advertising, assessment days and communicating with applicants
- Assist in the delivery of new entrant inductions



What's in it for you?

- gain experience in training, development and HR systems in a charity
- meet people and build relationships with volunteers and staff
- build on your listening and communication skills
- increase your employability



What do you need to have?

Strong administration and organisational skills with the ability to handle multiple

and varied tasks and

- Be able to maintain confidentiality
- Be an excellent communicator who is able to work with a wide range of people at all levels of the organisation
- Be able to work autonomously as well as under direction
- Be able to work to deadlines with the flexibility to adapt to changing priorities
- Be proficient with technology and a variety of different IT systems
- be non-judgmental and respect views, values and cultures that are different to your own
- be willing to learn about and follow the Citizens Advice aims, principles and policies, including data protection
- be willing to undertake training in your role



How much time do you need to give?

We would like 12 hours a week ideally over three days but we can be flexible.



Valuing inclusion

Our volunteers come from a range of backgrounds and we particularly welcome applications from disabled people, people with physical or mental health conditions, LGBT+ and non-binary people, and people from Black Asian Minority Ethnic (BAME) communities.



Contact details

If you are interested in this role or would like to discuss it further please email recruitment@citizensadvicereading.org