



**YORKSHIRE**  
**AIR AMBULANCE**

Registered Charity No. 1084305



# Job Information Pack



## People Assistant

- 30-37.5 hours per week with flexible working considered.
- Hybrid working between our HQ in Elland and from home.



## **Our Mission Statement:**

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

# About the role:

Do you want to feel as though you are helping to save lives every day? When working for YAA as a People Assistant that is exactly what you will be doing!

We are entering an exciting time in the Charity's growth and we have a vacancy for a People Assistant to assist and support the HR Manager. The purpose of this role is to deliver a robust HR support function working and establishing strong relationships with colleagues across YAA. There are various initiatives to work on such as people administration support, recruitment, engagement, employee relations, communications, and equality, diversity & inclusion to name but a few areas!

This is a crucial role in enabling the organisation to support, grow and develop our wider YAA team, delivering a comprehensive HR service.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



# Summary of the role:

<b>JOB TITLE</b>	People Assistant
<b>LOCATION</b>	Hybrid role working at our HQ at Cayley House, Elland and home
<b>REPORTING TO</b>	HR Manager
<b>HOURS</b>	30-37.5 hours per week with flexible working considered
<b>ADDITIONAL INFO</b>	Must have a full UK driving licence as ad-hoc travel to the airbases and across the Yorkshire region is part of the role
<b>JOB PURPOSE</b>	<p>The purpose of this role is to deliver a robust HR support function working with colleagues across YAA.</p> <p>This is a crucial role in enabling the organisation to support, grow and develop our wider YAA team, delivering a comprehensive HR service.</p>
<b>SALARY</b>	£25,000 - £30,576 pa full time (£20,000-£24,460 pa part time) dependent on experience/skills/knowledge



## KEY RESPONSIBILITIES AND DUTIES:

- ❖ **Manage and maintain accurate employee data** - including areas such as new starters, change of status, leavers, induction, probation, holiday spreadsheet, PDR documents etc and liaising with the Finance Manager in relation to payroll.
- ❖ **Recruitment process for employees and trustees** – develop job packs, ensure application packs are uploaded to our website and selected job boards, liaison with applicants regarding completed applications and Equal Opportunities forms and dealing with any queries, help to prepare all interview documents for interview panels, along with arranging interviews and other assessment methods, monitoring of EDI data and working with recruitment agencies where required.
- ❖ **Onboarding** – drawing up contracts, letters, forms, reference checks, right to work documents and helping to arrange Charity wide inductions.
- ❖ **Compliance** – ensure regular DBS checks are carried out for certain employees and Trustees. Assisting the Finance team with our annual audit. Ensuring regular compliance training is carried out for employees and trustees.
- ❖ **Engagement** - support the HR Manager in the implementation and adoption of any projects that affect our ways of working and how we manage our employees. Examples include staff surveys, wellbeing and EDI initiatives/events, long service awards etc.
- ❖ **HR Administration and support** - provide support to manage probationary periods and reviews, the PDR process, help to arrange the annual pensions presentation and 121 surgeries, help to create letter templates and management of the HR Sharepoint site and OnTrack Learning site.
- ❖ **Assist in managing the YAA policy portfolio** - identifying the policies due for renewal and working with SMT to ensure they are maintained within the appropriate timeframes.

### **Other areas of focus include;**

- ❖ Being the first point of call for any people related issues.
- ❖ To assist the HR Manager with any people related projects and to be a member of internal focus/project groups as and when required.
- ❖ To observe Health and Safety requirements at all times and comply with the Charity's policies and procedures including the requirements of GDPR.
- ❖ Attend mandatory training, as directed by your line manager, to ensure underpinning knowledge, skills and competencies are developed and attained, to carry out your job effectively.
- ❖ Continuously update and develop your expertise and knowledge of charity's activities.
- ❖ Stay abreast of industry best practice, insights and emerging trends and taking proactive steps to quickly and effectively utilise and share findings to benefit the charity.
- ❖ All other duties commensurate to the level and purpose of the post as required.

# EXPERIENCE, KNOWLEDGE & SKILLS REQUIRED:

## Essential

- ❖ Previous HR Administration experience.
- ❖ Good knowledge of employment law.
- ❖ Excellent verbal and written communication skills, able to converse with a range of internal and external stakeholders.
- ❖ Able to build positive relationships with a variety of stakeholders through strong interpersonal skills.
- ❖ Able to work both on own and in a small team.
- ❖ Organisational and time management skills and able to manage multiple tasks with excellent attention to detail.
- ❖ Proficient IT skills such as Outlook, Word, Sharepoint, Excel.
- ❖ Experience of working with confidential and sensitive information.
- ❖ Ability to constantly look for improvements.
- ❖ Committed to own development.
- ❖ Full UK driving licence with access to own vehicle.
- ❖ Residing in the Yorkshire area.
- ❖ Have suitable home based accommodation to provide an office space.

## Desirable

- ❖ CIPD Level 3 qualification or working towards.
- ❖ Previous experience working within a Charity.
- ❖ Experience of working from home.
- ❖ Knowledge of GDPR.
- ❖ Project management skills.

# Skills and Abilities:

**Planning for the Future** - Plans to achieve their objectives within timescale, balancing short- and long-term requirements. Identifies opportunities and barriers and considers the implications of actions.

**Communicating with Others** - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses information to influence others. Able to give tough messages when required.

**Leading a Team** - Setting direction for a team and motivating them to deliver results.

**Generating Ideas** - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources.

**Building Relationships** - Works well with others. Co-operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

**Flexibility and Adaptability** - Adopts a flexible and adaptable approach. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

**Making Decisions** - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information balancing cost, benefit, and risk implications. Considers options, weighs up pros and cons before deciding on action.

**Delivering Results** - Accepts accountability and ownership. Ensures self and team delivers on time and to required standard. Has high standards and leads by example. A good role model. Creates enthusiasm in others.

**Self-Motivated** - Works well on their own or as part of a team. Demonstrates a positive attitude. Energetic and enthusiastic.

# Additional information:

- ❖ Salary banding of £25,000 - £30,576 pa full-time (£20,000-£24,460 pa part time) dependent on experience/skills/knowledge.
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs (beginning on completion of probation period).
- ❖ 25 days paid holiday per annum plus statutory Bank Holidays (pro-rata).
- ❖ Time off in Lieu for evening and weekend work, where applicable.
- ❖ Work Life/Family Balance - a commitment to helping you achieve a work life balance including flexible working opportunities (role dependent), enhanced family leave packages, including maternity, paternity, and adoption/surrogacy.
- ❖ Commitment to training and personal development for all staff, including access to short online training sessions.
- ❖ Contributory pension scheme (contributions matched by the Charity up to 8% and annual pensions advice).
- ❖ Life Assurance plus access to an Employee Assistance Programme covering Financial, Mental and Physical Wellbeing.

**Closing date for this role is: 5pm on Wednesday 18<sup>th</sup> December 2024.**



# Application process:

## **To apply for this position via our website:**

- ✓ Provide a CV and covering letter stating how your experience, knowledge, abilities and skills match the job requirements along with why you are applying.
- ✓ Complete the optional Equal Opportunities Monitoring Form.

If you wish to discuss the job role in more detail, please contact Laura Wilson, HR Manager on 07387 418475 or email [recruitment@yaa.org.uk](mailto:recruitment@yaa.org.uk).

## **Other things to note:**

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction.

If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.

The use of AI (Artificial Intelligence) is monitored.

## **GDPR & our Recruitment Privacy Statement:**

*The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement on our website before completing and submitting your application for employment.*





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**We look forward  
to receiving your  
application**