



HR & Training Administrator

Aspire Active Education Group

The Aspire Active Education Group improve the Health & Wellbeing of children and young people through physical activity. To assist us achieve our vision to have the best workforce in our sector who deliver services and resources that educate and inspire 250,000 children and young people per year in physical activity, we are looking to recruit a committed professional to join our team.

The position will be based at our Erdington office (B24 9PB). Reporting to the Learning and Development Manager the successful applicant will combine administrative assistance and HR support.

In the role you will complete the following tasks:

- Assisting the Managers with the recruitment process, ensuring company procedure is followed
- Ensuring all employment documents are in place for all employees
- Collating and filing of performance management data including certificates, appraisal documents, disciplinary paperwork
- Collating and communicating with managers with regards to sickness absence, annual leave, leave of absence and payroll reports
- Providing ad hoc reports and information as requested including a termly HR summary
- Liaising with HR advisors when required
- Ensuring the office and garage are H&S compliant
- Supporting Managers and Senior Mentors with HR procedures
- Taking bookings for training courses
- Registering learners and courses with learning organisations
- Keeping systems up to date (including CRM)
- Preparing resources for training events
- Booking training venues when required
- Preparing and collating all paperwork resources
- Booking learner exams
- Ordering learning certificates
- Organising Aspire attendance at career /school fayres
- Creating mailing lists for marketing / upcoming courses
- Meeting and greeting candidates on training courses
- Managing recruitment and training email accounts
- Organising external verifier visits
- Taking meeting minutes related to job role
- Auditing training resources
- Advertising jobs internally and add to external websites
- Taking customer enquiries (emails / phone calls)
- Supporting the front of office team with office tasks

To be considered for the role we are looking for someone who is:

- Passionate about the benefits of physical activity
- Driven to achieve high levels of performance at all times
- Able to work in a fast paced environment



- Capable of working on multiple project simultaneously
- Enthusiastic
- An excellent communicator (verbal and written)
- Well organised and adaptable
- Punctual and reliable
- Able to use their initiative
- Willing to travel between venues
- A good team player
- Willing to get their hands dirty
- Confident when dealing with customers

General:

- This position would suit someone who has previous experience of HR
- Minimum Level 3 CIPD Qualification required
- This job is subject to receipt of an enhanced DBS disclosure

Working for Aspire Sports:

- Working Week: 37.5 hours per week (including evenings and weekends when required)
- Annual salary of between £15,000 - £17,000
- Access to internal training
- Professional development funding
- Allocated mentor

Closing date: 7th July 2017

How to apply:

For more information on the person specification and details on how to apply please go to our website <https://www.aspire-sports.co.uk/work-us>

Should you have any questions or require further information please contact a member of our team on 0121 663 1979 or email info@aspire-sports.co.uk