**HR Administration Volunteer**

**Ideal time commitment:** 1-2 days per week for initial 3 months, with potential for extension

**Reports to:** Senior HR & Operations Coordinator

**About the Helen Bamber Foundation**

The Helen Bamber Foundation (HBF) is a human rights charity based in London which was founded in 2005. Our specialist team of therapists, doctors and legal experts have an international reputation for providing therapeutic care, medical consultation, legal protection and practical support to survivors of human rights violations.

HBF grew from the recognition that people who have suffered prolonged inter-personal violence – whether from human trafficking; war; community, domestic or gender-based violence – present with similar physical and psychological symptoms to torture survivors and experience the same complex and enduring responses to their trauma.

We offer our clients a Model of Integrated Care, providing legal, medical, psychological and welfare support, as well as an Integration Programme which includes arts-based groups, and skills-based classes such as English and IT. Through this, we help our clients to develop a sustained recovery from extreme trauma.

**About the role**

As a complex and growing organisation, the work our Operations and HR team delivers is fast-paced and necessarily flexible. It includes ensuring that all staff are comprehensively inducted and can participate in regular training to help them to do their jobs to their best of their abilities, that the office is a warm, welcoming and safe environment for everyone who comes through HBF’s doors, and that the whole team is able to work together and communicate effectively.

The HR Administration Volunteer will support the Senior Operations and HR Coordinator with a wide variety of tasks, helping to ensure that HBF provides a positive environment for its staff. This will include working on data management and document storage on our servers, keeping data held on staff up to date and readily accessible, and helping to liaise with external service providers who ensure the safe upkeep of the office space.

**Main tasks and activities**

* Help with updating the policy project in the organization.
* Some admin work for files and folders on SharePoint.
* Help with HR new starters documents.
* Carrying out research tasks as required by the Senior HR and Operations Coordinator;
* Supporting with other administrative operations and HR tasks as required.

**Skills and experience needed**

* Punctual, reliable and self-motivated with a positive, ’can-do’ attitude;
* Excellent organisational skills and pays close attention to detail;
* Some experience of administration; & research
* Good communication skills, both verbal and written;
* Experience of working with word processing, database, and spreadsheet computer programs;
* Experience of operating within a HR or people management context would be a bonus.
* Understanding of, and commitment to, the objectives of the Helen Bamber Foundation;
* A demonstrable empathy for our vulnerable clients, including asylum seekers, refugees and survivors of torture and trafficking;

**What you will get out of the role:**

* A strong understanding of how HBF’s staff contribute to the well-being of our clients;
* A better understanding of HR best practice across the not-for-profit sector;
* Stronger administrative skills;
* Ability to process large amounts of data and prioritise or categorise it;
* Experience of writing engaging communications content;
* An ability to multi-task between competing priorities.