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Job Title: HR Support Officer

**Contract Type:** Maternity Cover

**Contract Term:** Full-Time

**Salary:** £23,893.00 - £29,777.00 Annually (Actual)

**About this Role**

We are looking for a short-term maternity cover to assist in the provision of a comprehensive and professional HR service across the Trust with particular focus on recruitment, data management and contracts.  You will be an essential member of the team undertaking and co-ordinating all the Recruitment and Selection across the Trust.

The ideal candidate must have experience of working in a busy administrative environment, preferably within a HR setting.  You will need to be proficient in Microsoft packages, as well as have had experience of working with different types of software including application tracking software.  Attention to detail is a key requirement together with the ability to multi-task.

**In return we offer:-**

* a comprehensive induction programme
* a healthy work-life balance
* supportive colleagues and senior leadership team
* Care First employee assistance programme
* non-contributory membership of Benenden private health care cover
* 26 days annual leave increasing after 5 years of service
* membership of the Local Government Pension Scheme
* Cycle to work scheme

Visits to the Trust are strongly encouraged.  For further information and to arrange a visit, please contact **Marie Watson via** [**marie@feps.co.uk**](mailto:marie@feps.co.uk)

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications***.

**Safeguarding commitment**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.  All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

**Equality & Inclusivity Statement**

We strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.