



Caring in Bristol

People and Premises Administrator

Pay Scale: F (starting salary £27,020 – £32,040 depending on experience)

Contract: Permanent full time (30 hours per week considered)

Leave: 25 days per annum plus bank holidays (pro rata)

Conditions: Role subject to a DBS check; which we can organise

Responsible to: Head of Finance and Administration

We offer: 5% workplace pension, enhanced annual leave options, family-friendly policies

Job summary

This is a pivotal new role in our organisation which will focus on supporting our HR function, premises management and internal governance administration.

We are looking for a friendly, pro-active individual with a practical approach, excellent organisational skills and the ability to work across teams. High literacy skills and a willingness to develop and improve systems are essential. It would particularly suit someone interested in growing their skills and experience of HR processes. This role will be based at our main office in Bristol and will require the post holder to be present at our office (rather than working from home).

Who we are

Caring in Bristol's vision is a city empowered to solve homelessness. We work in innovative ways with people experiencing housing insecurity to help them navigate the barriers they face. We engage with the public and community partners to bring about lasting change in Bristol and beyond.

Our homelessness prevention services aim to reach people where they are, targeting under-served communities and proactively designing our services to be accessible and inclusive. We maximise our impact through committed and creative outreach to key groups who would not otherwise receive support.

Our Culture

Here at CIB, we are working towards implementing a culture of inclusivity and psychological safety. This means striving to be an organisation which:

- Is committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from each other and members of the community on our behaviour and work.
- Encourages staff to articulate their needs: the homelessness sector can be challenging – staff will be good at knowing their limits under pressure and will be confident to ask for help when they need it.
- Encourages colleagues and team to support each other and nurtures an environment where no-one feels worried about asking for help or support when they need it.
- Nurtures growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.
- Is willing to support the development of a collective emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those we work with to grow.

Our values

Collaboration

We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact.

People first

We value the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. The wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity.

Focus on the end goal

We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness.

Accessibility

As an organisation, we are committed to ensuring an inclusive environment for all. Unfortunately, due to the current layout of our building, we are unable to fully accommodate certain access needs. The building's design, including narrow corridors, multiple staircases, and the absence of adequate ramps or lifts, presents challenges for individuals with mobility impairments. We recognise the importance of accessibility and are actively exploring potential solutions to address these limitations. In the meantime, we provide reasonable adjustments wherever possible and are happy to discuss individual access needs to find alternative solutions. Please do contact us to discuss your needs in more detail: recruitment@caringinbristol.org.uk

Safer Recruitment

We believe in providing equal opportunities for all individuals, regardless of their past. While we conduct Disclosure and Barring Service (DBS) checks to ensure the safety and security of our workplace, we recognise that having a criminal history does not automatically disqualify someone from employment. Each applicant is assessed on a case-by-case basis, considering the nature of the conviction, its relevance to the role, and the time that has passed since the offense. We are committed to supporting rehabilitation and offering second chances where appropriate, fostering an inclusive and diverse workforce.

About the role

This new role will be integral to supporting our staff and the people using our building, ensuring a safe, welcoming environment and positive experience when working for Caring in Bristol.

Encompassing HR, premises management, governance support and general administration, this role would suit someone who enjoys variety, but is systematic, has excellent attention to detail and is solutions-focused. With a flair for organisation and an ability to build positive working relationships with colleagues, we hope you will be able to establish yourself as an essential part of our small team at Caring in Bristol.

Key Responsibilities

HR administration and development

- Work with the Head of Finance & Admin to coordinate and manage key HR processes, including:
 - Recruitment process
 - Issuing employment contracts
 - Annual leave and TOIL systems
 - Sick leave administration
 - DBS checks
- Administrate and develop our employee on-boarding and off-boarding processes
- Support the development and embedding of HR policies and procedures
- Work with the Head of Finance & Admin to develop our staff handbook

Premises management

- Act as building and office manager, including ensuring supplies of consumables to our main sites
- In liaison with our Head of Operations and Impact, lead on day-to-day health & safety within our premises, including regular building inspections, compliance checks and PAT-testing of equipment and fire safety compliance checks, Legionella checks. Act as our named Fire Warden.
- Act as day-to-day liaison with our landlord, building management company, cleaning firm and other key contacts
- Oversee keyholder arrangements and act as an administrator of security systems and access controls for the building
- Instigate good record-keeping for equipment and maintenance schedules
- Support the Head of Operations & Impact to develop an organisational commitment to sustainability

Governance support

- Support the preparation and dissemination of board papers to our Trustees
- Coordinate, attend and minute our quarterly Trustee board meetings which take place in the evening
- Work with our CEO to coordinate the production and review of organisational policies

Administration

- Support the management of our info@ email inbox
- Support the Senior Leadership Team as requested
- Organise "all staff" meetings, briefings, away days and social events
- Support the Senior Finance & Administration Officer with management of our IT systems and equipment

Skills and experience

- Ability to organise your own time and respond flexibly to evolving priorities
- Excellent attention to detail
- Excellent team working skills
- Strong IT skills including the Microsoft Office suite, in particular Excel, and experience of using databases.
- Solid organisational skills including consistency, accuracy, and an eye for detail.
- Experience of working flexibly and prioritising a busy workload, ideally in an office environment
- Ability to take the initiative and proactively seek solutions
- Understanding of the challenges and opportunities presented by working in a small, agile organisation
- High standards of literacy and confidence in drafting, editing and proof-reading documents
- Confidentiality
- Experience of managing HR processes (desirable not essential)

Key Attributes

- Personally committed to Caring in Bristol's vision and values and collaboration-focussed method of work.
- Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.
- Resilience working under pressure, ability, and willingness to both give and take constructive feedback.
- Willingness to work the odd evening or weekend as needed, with a flexible working policy.
- A passion for social justice and to change Bristol for the better.

How to apply

To apply, please submit a completed application form to recruitment@caringinbristol.org.uk with the subject line: *Your Name - People and Premises Administrator*. The deadline for applications is Sunday 3rd November at 11.59pm.