

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Volunteer HR Assistant

Location: Ashford based

Volunteer supervisor: HR & Training Manager

Hours: Ideally 3-5 hours per week

Expenses: Reasonable travel expenses will be paid

As a key member of our team of volunteers, you will provide high quality HR support to the Human Resources team, contributing to the wider HR strategy.

What you will be doing

- Supporting the onboarding and engagement of employees and volunteers across the Charity.
- Acting as the first point of contact for all employee and volunteer queries
- Responding to reference requests
- Maintaining employee and volunteer records
- Assisting the HR & Training Manager with HR projects

The skills you need

Essential

- Knowledge and experience in HR practices
- Good communication skills
- Accuracy and attention to detail
- Good IT skills (Microsoft packages)
- Good time management skills

Desirable

- CIPD qualification

For details of all CXK's volunteer opportunities, please visit our website.

Please note this role is subject to a basic DBS check.

Passion, innovation and integrity are at the heart of our culture.

cxk.org