

VOLUNTEERING with Jigsaw

HR Assistant

Role summary

- ✓ Are you looking to start a career in HR or recruitment and want to gain some valuable experience?
- ✓ Do you have administrative skills that you could help support us with?

We have an exciting opportunity to volunteer and provide general administrative support in our friendly HR team.

This role will contribute greatly to the smooth running of the Trust and the provision of an exceptional HR service to both our colleagues and prospective employees.

Your contribution will help Jigsaw Trust improve the lives of all our autistic children and adults too.

Activities

- Preparation of materials for interview and assessment processes
- Using HR systems to upload and maintain staff/applicant details
- Creation of induction pack information for new starters
- Manage incoming telephone calls and queries
- General office duties including photocopying and filing
- Preparing and maintaining training records

Personal qualities

- A friendly, professional and welcoming manner
- The ability to demonstrate confidentiality, patience, sensitivity and reliability
- An open-minded approach to individuals, avoiding judgement and stereotyping
- Excellent oral and written communication skills
- Sufficient computer literacy in order to send emails, type letters and input data accurately
- Attention to detail in filing, collating documents, compiling packs etc.
- Carrying out tasks according to our policies and standards, in particular confidentiality, equal opportunities/ anti-discriminatory/diversity, health and safety and within the parameters of the Safeguarding policies and guidelines
- Willingness to attend training

Jigsaw Trust is an educational and specialist day provision for autistic children and adults, based at Dunsfold Park, Cranleigh, Surrey.

To apply for this volunteering opportunity

Please download and complete the Application Form at [Volunteer-Jigsaw Trust](#) and return it by email to careers@jigsawtrust.co.uk.

If you would like to speak to a member of the HR Department please email careers@jigsawtrust.co.uk or telephone 01483 277366.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK if applicable. This cost will be covered by Jigsaw.