**Sheffcare Limited**

**Volunteer Role Description**

Post Title: HR Assistant Volunteer

Supported by: Director of HR

Our values:

Sheffcare is a charity aiming for everyone to have a good day every day through:

* Kindness
* Dignity
* Respect
* Independence &
* Choices

Purpose of the Role:

To support the HR team with administration duties.

**Tasks and Activities**

1. To provide general administration support when needed.
2. To update job and volunteer advertisements and assist in the sifting of application forms.
3. To assist in the archiving of documents.
4. To attend weekly HR meetings (where possible) to discuss HR related matters.

**Person Specification**

We are looking for people who are passionate about helping people in care homes to stay social.

We would like to hear from you if you:

* Share our values
* Are compassionate and keen to provide a high standard of service.
* Have excellent listening, organisation and communication skills.
* Have an understanding of the importance of following policies, procedures and guidance.
* Have a keen interest in HR and are hoping to develop new or existing skills