

Volunteer Role Description

Role Title:	HR Volunteer
Location:	Parkshot, Richmond
Department	Human Resources
Reports To:	HR Assistant
Preferred Days/ Hours:	Negotiable
Duration:	Flexible

Duties

1. Assist with the recruitment of staff and volunteers such as placing job adverts, responding to queries and arranging interviews.
2. Assist with processing pre-employment checks including references, sending new starter documents and chasing outstanding paperwork.
3. Maintain employee and volunteer files, including filing and archiving leavers' files.
4. Assist the HR team with the HR general administration duties such as data entry, filing, answering the telephone, writing letters, photocopying, shredding and responding to emails.
5. Assist with ad hoc HR projects as required.
6. Adhere to College Policies and Procedures including Health and Safety, safeguarding and Equality and Diversify.

Benefits to Volunteer

Volunteering in the HR Department at RHACC will give the individual the opportunity to develop a range of administration and IT skills such as letter writing, responding to emails and database management. The role will also give the individual a better understanding of key day to day and annual HR processes such as recruitment, induction, the employee lifecycle and appraisals.

This role would specifically suit anyone who is looking to develop their career in HR or who is looking for practical experience alongside studying towards an HR qualification.

Personal Attributes

No special qualifications or experience are needed for this role, as any relevant training will be given, however, the following qualities and skills are important;

- 1) Basic administration and organisation skills
- 2) Basic knowledge in Word, Excel, and Outlook
- 3) Good attention to detail
- 4) Good verbal and written communication skills
- 5) Able to work as part of a team and work proactively.