

HelpAge International

HR volunteer position description

Volunteer role:	Human Resources volunteer
Department:	Human Resources
Contract:	Minimum of 4 months for one day per week
Start Date:	April 2017
Location:	London (Flexible hours)
Pay:	Lunch and Travel Expenses
Responsible to:	HR Business Partner

Why we want you

Do you want to work with managers and staff to support good people management in a global HR team? Are you interested in looking for flexible volunteering that fits in with your existing commitments? If yes - this is a great role for you. We're looking for an enthusiastic volunteer like you to join our HR team to provide an efficient general and administrative HR support service to staff and managers.

What you will be doing

- Support and co-ordinate recruitment campaigns including drafting ads, placing jobs on the job boards, organising interviews, liaising with candidates
- Issue all related paperwork and follow up on reference checks for all new employees
- Maintain appropriate HR administration systems including HR information database
- Support in the organisation of training events when required
- Be responsible for updating the organization charts
- Provide administrative support to the HR team
- Contribute to ad hoc projects as requested

What's in it for you

You will:

- Enhance understanding of Human Resources and its principles
- Exposure to multiple activities and opportunity to work with a wide variety of internal/external customers
- Gain experience in HR systems, processes and procedures
- Learn about recruitment and selection

- Feel the satisfaction of being part of a global HR team collaborating to support our staff and managers

Your skills and qualities

You have:

- Degree qualification ideally in a HR related discipline
- Demonstrable interest in Human Resources management
- Enthusiasm for HelpAge's aims and are interested in what we do
- Can demonstrate an appreciation of confidentiality and exercise discretion
- Strong attention to detail and exceptional organisational skills
- Ability to multitask and meet critical deadlines
- A methodological and can do approach to work
- Familiarity with Outlook, Word and Excel
- Ability to work in a multicultural environment with good communication skills

The post holder may be asked to undertake additional tasks, commensurate with status, after consultation and the provision of necessary support and training as appropriate.

HelpAge International

HelpAge International's vision is a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the secretariat of the HelpAge global network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

Our vision

Our vision is a world in which all older people fulfill their potential to lead dignified, active, healthy and secure lives.

Our mission

Our mission is to promote the wellbeing and inclusion of older women and men, and reduce poverty and discrimination in later life.