

Sands Application Information

Human Resources and Payroll Officer

April 2021

About Sands

Every day in the UK, 14 babies are stillborn or die shortly after birth.

Sands is the leading stillbirth and neonatal death charity and exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.



Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.



Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.



Sands promotes improvements in practice and supports research to better understand the causes of baby deaths and save babies' lives.

Sands raises awareness of baby loss and works with governments, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 43 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by over 40% since 2012 and is focusing on how we can make the biggest difference to the lives of bereaved families and save babies' lives. To find out more, visit www.sands.org.uk

our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

Sands Staff Benefits

Annual leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Service

As part of its commitment to employee wellbeing, Sands offers independent, free and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aegon Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

Sands is a vibrant, growing charity!

Sands has grown its income by over 40% since 2012 and is focusing on long term growth, sustainability and success!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity!

About the role

Sands is the leading stillbirth and neonatal death charity and exists to reduce the number of babies dying and to support anyone affected by the death of a baby, before, during or shortly after birth.

We are looking to recruit somebody looking to progress their HR career. and enhance their skills in an extremely interesting and supportive environment. This is a key role which will help us to promote Sands' vision; a world where fewer babies die and when a baby dies those affected receive the best care and support for as long as they need.

In this vital role you will undertake a wide range of tasks including co-ordinating the start-to-finish employee recruitment process, submitting payroll information to an external bureau, ensuring appropriate application of HR policies and procedures, maintaining the HR database and running reports and responding to a wide range of enquiries from line managers, staff and external stakeholders.

You will need to demonstrate excellent verbal and written communication skills, and be able to draft correspondence to staff, managers and other stakeholders.

With a basic knowledge of UK employment law, you will be able to manage several work streams simultaneously and meet deadlines under pressure. Excellent organisational and time-management skills are therefore essential for this role. You will also need to be to highly numerate and demonstrate good problem-solving ability.

Experience of co-ordinating recruitment processes, payroll administration and using an HR information system is desirable, but not essential. A CIPD level 3 or payroll qualification are also desirable.

To apply:

Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to recruitment@sands.org.uk. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications: 4th May 2021

Interview Date: 20th May 2021

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held online.**

Job Description

Job Title:	Human Resources and Payroll Officer
Responsible to:	HR & Facilities Manager
Location:	Home-based
Contract:	Permanent
Salary:	£25,000 per annum pro rata plus £312 Home Worker Allowance per annum pro rata
Hours:	21 Hours per week

Main Purpose of Job:

The HR & Payroll Administrator role is an integral part of Sands' HR function which is part of the wider Finance and Resources Team. The post-holder will provide appropriate guidance and support to managers and staff on a range of HR and payroll-related issues. This includes collating, preparing and submitting monthly payroll data and relevant administrative tasks.

Principal tasks and responsibilities:

- Undertake HR administration tasks including producing correspondence including offer letters, contracts, changes in terms & conditions etc. which comply with Sands HR Policies, employment law and HR best practice
- Collate and submit monthly payroll information to payroll bureau
- Respond to enquiries from staff regarding salaries and employee benefits
- Inform Sands pension scheme of staff joining/leaving scheme, and respond to pension enquiries from staff and scheme provider
- Co-ordination of staff recruitment function e.g. adding vacancies to Sands website, informing candidates of interview arrangements, producing shortlisting and interview packs, administration of assessments and tests in a confidential manner which is GDPR compliant.
- Ensure all necessary pre-employment checks are obtained in accordance with Sands' Recruitment Policy.
- Plan induction programme for all new staff, liaising with line managers as required, ensuring all new staff have appropriate access to IT systems etc.
- Answering enquiries regarding staff annual leave scheme and issue annual leave forms

- Maintain manual and computerised HR records, and input data relating to starters, leavers etc. into HR database and set up/archive HR files.
- Produce sickness and establishment reports using Sands' HR database e.g. probation review dates, fixed-term contract expiry dates etc.
- Respond to HR enquiries from staff and managers, referring to relevant HR policies when required.
- Monitor HR inbox
- Carry out regular HR Audits and ensure the organisation complies with GDPR and relevant Data Protection legislation relating to HR practice.

Other Duties

- Provide general support to the Finance & Resources function as required.
- Undertake any other reasonable tasks as requested by HR & Facilities Manager

This job description is not contractual and is liable to change over time.

Person Specification

Essential Criteria	Assessment
Excellent verbal and written communication skills, including the ability to deal professionally with a range of people including Sands staff and members, Trustees, job candidates and external donors/fundraisers – via email, telephone and on 1:1 basis.	Application & Interview
Able to demonstrate a high standard of written communication, including ability to draft routine correspondence and emails to staff, managers and external stakeholders.	Application & Interview
Basic knowledge of UK employment law	Application & Interview
Able to work flexibly on own initiative and have good time management skills.	Application & Interview
Able to manage work streams simultaneously and meet deadlines under pressure.	Application & Interview
Demonstrates a pro-active approach and solve issues and problems where required, referring to Line Manager where appropriate.	Application & Interview
Good planning and organisational skills, with excellent attention to detail.	Application & Interview
Numeracy skills and the ability to work within established financial procedures.	Application & Interview
A flexible approach to work and the ability to tackle a wide range of projects.	Application & Interview
Able to demonstrate commitment to and work within the aims, principles and policies of Sands.	Application & Interview
Able to promote Sands' vision and values, distinct from any personal opinions.	Application & Interview

A high level of self-awareness, and an understanding of equality opportunities and diversity.	Application & Interview
Demonstrates empathy with Sands and its aims.	Application & Interview
Desirable Criteria	Assessment
Previous relevant experience in a similar role	Application & Interview
Experience of recruitment processes including placing job advertisements, arranging interviews, administering selection assessments, undertaking pre-employment checks and arranging inductions.	Application & Interview
Experience of payroll administration	Application & Interview
A good knowledge of current data protection and GDPR requirements and legislation.	Application & Interview
Experience of using an HR database (preferably People HR), MS Office (e.g. Word, Excel), MS Teams and Zoom.	Application & Interview
Experience of administration of staff benefits including annual leave and pension scheme	Application & Interview
Experience of co-ordinating employee starter and leaver processes.	Application & Interview
CIPD level 3 qualification	Application
Payroll qualification	Application