Assistant HR Officer (HR, Payroll & Recruitment)

Introduction

Warwickshire Wildlife Trust (WWT) is one of the 47 UK Wildlife Trusts. Established in 1956 we are a community organisation in every sense governed by 14 trustees elected from a membership of 23,000 people, 99% of whom live in the county, and supported by more than 500 active volunteers. We manage an estate covering 1,000 ha in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of our 65 nature reserves. More than 25,000 local children joined in our environmental education programme last year, and tens of thousands more people came to our two visitor centres at Brandon Marsh and Solihull, or took part in our vibrant and varied programme of events.

However, our reach is also national. As members of the federal structure of Wildlife Trusts we are part of a collective covering the whole of the UK with 800,000 members, 40,000 volunteers and 2,500 nature reserves, working together through a small central unit (the Royal Society of Wildlife Trusts). The Wildlife Trusts have a vision of a society where there is more wildlife, more wild places and more people with a strong connection to the natural world. We believe that human beings are part of the natural world, valuable in its own right and as the foundation of our health and wellbeing, as well as our economic prosperity. Being physically and emotionally in touch with wild plants and animals, and with places where they thrive, contributes to our mental and physical health.

Amongst the UK Wildlife Trusts WWT is unique in the amount and proportion of our turnover (60% of £10M in 2021) earnt through commercial operations conducted by a trading subsidiary Middlemarch Environmental Ltd (Middlemarch) which is wholly-owned by the charity. Exact numbers vary, and seasonal working is standard within Middlemarch, but on average in 2021 WWT employed 175 staff with approximately 74 employed in the charity and the rest in the company. All WWT employees are paid through the same payroll.

The WWT workforce is made up of very different people doing very different jobs in very different places. Many work outdoors with machines, some on construction sites, roads and railways around the UK. Others lead volunteers or children or vulnerable people, or work with tenants and contractors across our portfolio of nature reserves and visitor centres. Some have their performance measured in relation to testing commercial targets, others in relation to ambitious charitable objectives.

A new and exciting opportunity has arisen to support the growth and the continued development of the HR function across the Trust and Middlemarch Environmental Ltd. The successful applicant will be heavily involved in all aspects of recruitment making sure the applicant and hiring manager experience is exceptional. You will need to be flexible and adaptable to changing priorities and deadlines as no two days will be the same!

To be successful in this role you would need to have a good understanding of all things HR especially employment law in relation to recruitment and payroll. We can offer you a varied and interesting role where you can really make a difference and your continued professional development will be supported.

If you have the skills and experience we are looking for we would love to hear from you.

Title: Assistant Payroll & HR Officer

Accountable to:	HR Manager
Location:	Brandon Marsh Nature Centre, Coventry, with regular travel to Middlemarch Head Office (Triumph House, CV5 9AZ), and occasionally throughout the county or further afield. We work on an agile working frame which requires 20% of the working week to be in the office, and 80% working from home.
Salary:	Grade 2a (£24,479 to £28,582 dependent on experience)
Liaison with:	Warwickshire Wildlife Trust and Middlemarch Environmental staff, Senior Management Teams, Directors Including Neds & CEO, Royal Society of Wildlife Trusts, recruitment agencies, health and wealth management team, payroll, external HR consultants and external systems providers.
Hours:	Full time hours (35)

Job Purpose:

To support the delivery of an effective, efficient and responsive HR service across Warwickshire Wildlife Trust and its wholly owned subsidiary, Middlemarch Environmental Ltd.

Working closely with the HR Manager and alongside another HR & Payroll Assistant, the postholder will provide generalist HR support across the employee lifecycle, with particular responsibility for payroll, recruitment, onboarding, employee administration and HR systems.

The postholder will deliver accurate and timely operational support to employees and managers, maintain high-quality HR and payroll records, and contribute proactively to the continuous improvement of HR systems, processes and services across both organisations.

Key Responsibilities

1. Payroll

1.1 Support the monthly payroll processes for Warwickshire Wildlife Trust and Middlemarch Environmental Ltd from end to end, liaising with internal colleagues and external payroll providers to ensure payroll is accurate, compliant and completed within the required timescales.

1.2 Collate, check and process all relevant payroll information, including new starters, leavers, contractual changes, absences, family leave, overtime, TOIL and other pay adjustments.

1.3 Run and review monthly TOIL and overtime reports, investigating discrepancies and ensuring that accurate information is submitted for payroll processing.

1.4 Calculate holiday pay, outstanding annual leave and other holiday-related adjustments when required.

1.5 Produce and issue payroll-related documentation, including payslips, P45s and relevant employee correspondence, within the required timescales.

1.6 Act as the first point of contact for employee and manager payroll queries, resolving queries promptly and escalating complex matters where appropriate.

1.7 Maintain accurate and confidential payroll records in accordance with UK GDPR, data protection legislation and organisational retention requirements.

1.8 Complete appropriate payroll checks and reconciliations, escalating any discrepancies or potential errors before payroll is finalised.

2. Recruitment and Selection

2.1 Coordinate and deliver a professional and inclusive end-to-end recruitment service for the Trust and Middlemarch, ensuring a positive experience for candidates and recruiting managers.

2.2 Support managers to prepare job descriptions, person specifications, recruitment packs, selection criteria and interview materials.

2.3 Prepare and place job advertisements using appropriate recruitment platforms, social media, external agencies and recruitment partners.

2.4 Coordinate the administration of recruitment campaigns, including managing applications, arranging interviews and maintaining timely communication with candidates.

2.5 Support managers with shortlisting, interviews and other selection activities, ensuring processes are fair, consistent and compliant with organisational procedures and employment legislation.

2.6 Maintain accurate recruitment records and ensure that all stages of the recruitment and selection process are completed and appropriately documented.

3. Pre-employment and Onboarding

3.1 Prepare and issue conditional offers, offer letters, contracts of employment and other new-starter documentation, ensuring that documents are approved, signed and returned promptly.

3.2 Complete and record all required pre-employment checks, including right-to-work checks, employment references and Disclosure and Barring Service checks where applicable.

3.3 Liaise with recruiting managers and relevant internal teams to coordinate IT access, equipment, system access and other arrangements required for the employee's start date.

3.4 Coordinate the induction and onboarding process, ensuring new employees receive the necessary information, support and organisational introductions.

3.5 Ensure new-starter information is accurately recorded on the relevant HR and payroll systems.

3.6 Coordinate the probation process, including issuing reminders to managers, maintaining accurate records and preparing confirmation or extension correspondence.

4. Offboarding

4.1 Coordinate the administration of employee departures, including resignations, retirements, dismissals and the expiry of fixed-term contracts.

4.2 Prepare and issue relevant correspondence, calculate outstanding annual leave and ensure HR and payroll systems are updated accurately and promptly.

4.3 Liaise with employees, line managers, IT and other relevant colleagues to support the return of organisational property and the closure of system access.

4.4 Arrange and conduct exit interviews, identifying relevant themes and providing appropriate feedback and management information to the Senior Management Team.

4.5 Maintain accurate and confidential leaver records in accordance with data protection and document-retention requirements.

5. Contractual Changes and Absence Administration

5.1 Coordinate and process contractual changes, including changes to hours, salary, role, working arrangements and employment status, ensuring that appropriate approval has been obtained.

5.2 Prepare and issue contractual variation letters and ensure that HR and payroll systems and employee records are updated accurately.

5.3 Coordinate the administration of flexible working requests in accordance with organisational procedures and statutory requirements.

5.4 Respond to annual leave queries and complete annual leave calculations and adjustments where required.

5.5 Maintain accurate sickness absence records and support managers with the administration of sickness absence procedures, including issuing correspondence and monitoring required review points, and ensuring payroll is up to date.

5.6 Administer maternity, paternity, adoption, shared parental, neonatal care and other family-related leave, ensuring that employees and managers receive accurate and timely information, and ensuring payroll and relevant teams are updated.

6. HR Systems and Management Information

6.1 Act as the internal system expert for the HR and payroll systems used by the Trust and Middlemarch, including Breathe HR and Sage, ensuring the systems are used effectively and consistently.

6.2 Maintain accurate, complete and up-to-date employee records across all relevant systems.

6.3 Produce monthly and ad hoc HR management information for the Trust and Middlemarch, including information relating to headcount, recruitment, absence, turnover and other relevant workforce measures.

6.4 Review HR data regularly, identify discrepancies and take appropriate action to improve data accuracy and integrity.

6.5 Provide guidance and training to managers and colleagues on the effective use of HR systems, appropriate to their responsibilities and access permissions.

6.6 Maintain the HR SharePoint site, ensuring that information, templates and guidance are accurate, current and appropriately organised.

6.7 Support the continued development and improvement of HR systems, processes and reporting arrangements.

7. General HR Support

7.1 Monitor and manage the HR and payroll inboxes, ensuring queries are acknowledged, allocated and responded to within appropriate timescales.

7.2 Coordinate the preparation and distribution of the HR newsletter and other HR communications.

7.3 Provide managers and employees with accurate first-line guidance on HR policies, procedures and routine employment matters, referring complex or sensitive cases to the HR Manager where appropriate.

7.4 Support the review, implementation and communication of HR policies, procedures and guidance.

7.5 Contribute to HR projects and service-improvement initiatives as required.

8. Organisational Responsibilities

8.1 Promote the work, mission, vision and values of the Trust and Middlemarch.

8.2 Take responsibility for maintaining and developing the skills and knowledge required for the post, participating in training, supervision and performance review as required.

8.3 Work in accordance with the policies and procedures of the Trust and Middlemarch, including health and safety, equality, diversity and inclusion, data protection and confidentiality requirements.

8.4 Ensure compliance with all relevant legal, regulatory and contractual requirements relating to the responsibilities of the post.

8.5 Undertake any other reasonable duties commensurate with the nature and level of responsibility of the post.

Person Specification (E = essential, D = desirable)

		E	D

Education & Qualifications	Level 2 in Maths and English	ü	
	Level 3 CIPD qualifications or above (or working towards) or equivalent		ü
	Experience in continuous professional development		ü
Skills	Excellent wide-ranging IT skills including the ability to input data and run analytical reports	ü	
	A good administrator/organiser, calm under pressure and highly organised and able to plan and prioritise own work to meet tight deadlines	ü	
	High degree of numeracy and literacy	ü	
	Full/clean Driving Licence	ü	
Knowledge	A good knowledge in recruitment, systems and delivering a great applicant experience	ü	
	Knowledge and understanding of employment law and HR practice, policies, and procedures	ü	
	Appreciates and understands the need for confidentiality	ü	
Experience	Over two years of experience of working within a similar HR environment in a HR generalist role	ü	
	Experience in working with and managing HR systems, including Breathe HR and SAGE		ü
	Experienced in delivering payroll and understanding complex payroll components	ü	
	Experienced in recruitment	ü	
Competencies & Behaviours	Flexible and adaptable approach with the ability to multitask	ü	
	Able to work with minimum supervision and use own initiative	ü	
	High attention to detail		
	Excellent communication skills, both written and verbal communicator and personable	ü	
	Highly organised with the ability to prioritise	ü	
	Process driven	ü	
	Confidential / Integrity	ü	

GENERAL INFORMATION FOR THE POST AND GUIDANCE FOR COMPLETING AN APPLICATION FORM FOR WARWICKSHIRE WILDLIFE TRUST

Further information can be found on our web site:

www.warwickshirewildlifetrust.org.uk

It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the job description and person specification and which are regarded as essential in order to work effectively in post.

We welcome applicants to get in contact about the position if they require further information or want to discuss specific elements of the role. If you want to get in contact, please contact the recruiting manager's details detailed as below:

amandeep.nagra@wkwt.org.uk

Your application form should provide us with as much relevant information as possible, in as clear and concise a manner as possible.

Specifically, where the application form asks for relevant education, training and qualifications, we do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job.

The section for Relevant Skills, Knowledge and Experience is the most important part of the form. You should use the Person Specification as subheadings providing evidence under each point so we can make an assessment of your suitability.

If you do not use headings provided, the interview panel may have difficulty in determining your suitability for the post.

References

You should nominate two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to your current employer, on offer of contract.

The provision of false or misleading information by a candidate who is appointed will be grounds for termination of employment without notice.

Selection and Assessment

The selection panel will comprise of at least 2 people and they will consider your anonymised application objectively. They will assess whether you have addressed the shortlisting criteria detailed in the Person Specification and whether you have provided sufficient evidence in your personal statement.

Where there is high volume of applications, the selection panel will shortlist the candidates who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your application, so be explicit about how you meet the criteria.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

The application deadline will be 7th September 2026.

All our offers of employment are made, subject to some pre-employment checks, including confirmation of relevant qualifications.

Equal Opportunities Monitoring

Warwickshire Wildlife Trust needs to make sure that we adhere to our equal opportunities policy and so we need to monitor our recruitment process. Candidates are asked to complete the form as accurately as possible. The monitoring form will be kept separate from your application form and will not be considered as part of the shortlisting process.

Individual monitoring forms will be securely destroyed after 6 months. However, the information supplied will be collated and retained for future analysis – personal information will not be included in this.

Criminal Records

Some posts within Warwickshire Wildlife Trust are exempt from some provisions of the Rehabilitation of Offenders Act 1974 because they involve working with vulnerable adults or children or have access to sensitive information. In these cases, the Trust is entitled to ask for details of all spent and unspent convictions.

Please refer to our recruitment of ex-offender's procedure. If a conviction is declared on an application form the applicant will be requested to complete a Self-Declaration Form. This will be viewed by the Trust's safeguarding panel to determine the relevance of any disclosed information to the position applied for.

If you are successful at being appointed to one of these posts, we will ask you to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please note that a criminal record will not necessarily prevent you from being employed by Warwickshire Wildlife Trust and each case will be considered individually.

Work Permit

Applicants who are not an EU citizen may need a work permit to work in the UK.

If you are appointed, you will need to provide proof that you are entitled to work in the UK prior to starting work with the Trust.

GDPR and data protection

Warwickshire Wildlife Trust is committed to keeping the people's personal data safe. Your application form will be treated in the strictest confidence. In line with its privacy policy http://www.warwickshirewildlifetrust.org.uk/privacy Warwickshire Wildlife Trust only uses the personal data you supply for the legitimate interest of this application process. Following the completion of the recruitment process all unsuccessful applications are securely destroyed. The successful candidate's application is retained within a newly created personnel file for the individual.

Salary

Your initial salary will be based on your skills, knowledge and experience, and pay will be reviewed annually by the Trust however a pay review will not automatically result in a pay increase. A pay

increase will be dependent upon the financial performance of the Trust. You will be paid monthly in arrears by credit transfer to a bank or building society account.

Location

This post will be based at the Trust's offices at Brandon Marsh Nature Centre. Employees may be required to work at other Trust or non-Trust sites from time to time

Hours of Work

Our employees work a 35-hour week (full time) at WWT. In view of Warwickshire Wildlife Trust's work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

Holiday Entitlement

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5.

Pension

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. The employee contributes 4.5% of salary to the scheme and the Trust contributes 6%.

Notice

If you choose to leave the Trust you will be required to give one months' notice.

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date, then please assume that your application has been unsuccessful on this occasion.

The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.