



Department
for Work &
Pensions

KICKSTART SCHEME

People Support Kickstarter

Job summary:

To provide excellent administration support in a timely manner for our People and Recruitment Teams. Our People and Recruitment Teams play a key part in ensuring every colleague receives a fantastic experience from the moment they apply for a job with us to the moment they leave for their next adventure.

- Supporting in the maintenance of all basic people and recruitment processes including inputting and reporting on people data and absence management
- Communicating with individuals and teams across the business to ensure all colleagues are kept up to date with the latest People news
- Supporting in answering individual people queries with empathy, correctly and in good time
- Listening to feedback and then supporting in exploring new ways to relentlessly improve the People and Recruitment Teams
- Taking the opportunity to grow, develop and thrive and support others.
- Providing excellent customer service to all.

Essential skills:

- Able to use Microsoft office packages
- Interest in HR and recruitment principles/processes and a keen interest in people
- Excellent communication skills and interpersonal skills
- Flexible and adaptable manner with plenty of initiative
- Able to manage own time and prioritise workload

Work details:

Monday - Friday 9am - 2.30pm, with a blend between office (Fenton, Stoke on Trent) and home working.