

We are excited to offer an opportunity to join our team as an HR Administrator, ideal for someone who is enthusiastic and looking to start or grow their career in HR within the charity sector. This role offers valuable hands-on experience and the chance to develop your skills while contributing to a supportive, values-driven organisation making a real difference.

As part of our commitment to professional development, **Bromley Y** offers the opportunity for the successful postholder, unless already qualified, to be sponsored to complete the Chartered Institute of Personnel and Development – Level 3 Foundation Qualification (**CIPD Level 3**).

**Bromley Y** is a long-established Charity based in Bromley that listens to feedback from Children, Young People, their families and/or carers as well as partner agencies. We are a Mental Health and Emotional Wellbeing Service based on the principles of IThrive and IAPT. We are very proud of all the services we offer, from 1:1 evidenced based interventions to group work, digital offers, webinars, mentoring and social prescribing.

### About the role

- Role: HR Administrator
- Salary banding: FTE is £25,133 to £29,131.69 per annum. We may pay more than the starting salary if applicants already have CIPD level 3.
- Working pattern: Full Time
- Working Hours: 37.5 hours per week
- Contract: Permanent
- Location: Hybrid Model (**Bromley Y** building and at home)

### The role

- Being the first point of contact for all HR queries and questions
- Collaborative working with all teams within **Bromley Y**
- Dealing with and providing support on a variety of employee related administration tasks including for example: starters and leavers, probation reminders, appraisal tracking, responding to external reference requests, booking rooms and minute taking
- Maintaining and updating employee records on the HR system, ensuring data accuracy and confidentiality and producing management data reports as and when requested
- Recruitment administration: updating job descriptions, support with writing adverts, advertising roles, shortlisting when required, arranging interviews, drafting conditional job offer letters, drafting terms and conditions of employment, creation of electronic personnel files on SharePoint, onboarding of new employees and delivering the organisational induction.
- Administer employee compliance checks, including Right to Work Checks, DBS renewals and Professional membership registration.
- Contractual changes letters and leavers administration
- Supporting with the development and building of HR infrastructure
- Assisting and supporting with any business or HR related projects
- Use of SharePoint and updating HR folders

### The essentials:

- Previous experience of working in an office administration environment.
- Ability to work in a fast-paced environment.
- Attention to detail and ability to multi-task.

- Understanding importance of confidentiality.
- Excellent verbal, written, and interpersonal skills.
- Proficient in the use of Microsoft Office.
- Ability to work on own initiative.

Desirable:

- Employment law knowledge/awareness and HR best practice.
- Experience of working within an HR department.
- Knowledge of HR Systems and Cloud based filing.

**Information about how to apply: Bromley Y**

To apply please send your CV and a covering letter explaining how and why you are suited to the role together with your notice period to [hr@bromleyy.org](mailto:hr@bromleyy.org) by **17.00 hours on Tuesday 2<sup>nd</sup> June 2026**. Please be advised that we reserve the right to close this vacancy early (in line with business organisational needs and if we receive sufficient applications for the role). Please note that due to the volume of applications that we receive, if you do not hear from us, you have unfortunately not been shortlisted on this occasion.

The provisional date for the interview is Friday 5th June 2026. Interviews will be held in person at the **Bromley Y** building and will also include an assessment.

If you have any questions before applying, then please email them to us: [hr@bromleyy.org](mailto:hr@bromleyy.org).

**The Rewards for joining us:**

- Good competitive salary
- Comprehensive induction
- Hybrid working pattern.
- Holiday entitlement of 25 days per annum, plus bank holidays (pro rata for part time)
- A wellbeing day
- Support via our Employee Assistance Programme
- Contributory Pension scheme
- The successful candidate will be supported in their professional development.
- Attending organisation events
- Cycle to work scheme.
- Blue Light Card
- Being part of a dynamic, creative and innovative team where all our people are empowered to achieve their very best.
- Work for an award-winning organisation.
- Be part of a diverse, inclusive, collaborative, and supportive working environment that places Diversity, Equity, Inclusion and Belonging at the heart of its business strategy.

**As an equal opportunity's employer, we are committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.**

**We aspire to have a diverse and inclusive workplace where our employees feel psychologically safe, and we strongly encourage suitably qualified applicants from a wide range of cultural and ethnic backgrounds to apply and join our organisation.**

**We are committed to the safeguarding of children and require the successful applicant to undertake a check from the Disclosure and Barring Service.**

**By submitting an application, you are consenting to Bromley Y HR team securely holding and processing your personal data. You retain the right to have your information deleted in line with current GDPR legislation. Please refer to our job applicant privacy notice for further information.**