**Are you ready to take the first step into the world of HR?**

We are looking for a motivated and enthusiastic individual to join our team as an HR Apprentice. This is a fantastic opportunity to gain hands-on experience while working towards a nationally recognised qualification in HR.

**About the Role**

As an HR Apprentice, you will play a key role in supporting the HR team with day-to-day operations, gaining practical skills and knowledge in all aspects of HR. Under the guidance of experienced professionals, you’ll develop expertise in areas such as recruitment, employee relations, training, and compliance.

**What We’re Looking For:**

* A genuine interest in pursuing a career in HR.
* Strong organizational skills and attention to detail.
* Excellent communication and interpersonal skills.
* The ability to handle confidential information with discretion.
* Proficiency in Microsoft Office (Word, Excel, and Outlook).
* A proactive and positive attitude, with a willingness to learn and grow.

**What You’ll Gain:**

* A structured apprenticeship program leading to a recognised HR qualification (e.g., Level 3 CIPD).
* Practical, on-the-job experience in a supportive environment.
* Mentoring from experienced HR professional.
* Opportunities for personal and professional development.
* A chance to make a real impact on our team and the organisation.

The Beatles Story is established as an immersive must-see visitor experience, that supports the wider Liverpool City region visitor economy, protecting and enhancing the Beatles' brand and sustaining its legacy in the birthplace of The Beatles for future generations.

For a full list of job duties and responsibilities, please see below.

**How to Apply:**

If you’re ready to kickstart your HR career and join a team that values your growth and development, we’d love to hear from you!

Please visit our website and fill in the application form: <https://www.beatlesstory.com/jobs/> by **Friday 27th December 2024.**

​***Please note that any internal applicants will need to ensure that their immediate line manager is aware that they have applied for this vacancy.***

If you have any questions regarding this vacancy, please contact [humanresources@beatlesstory.com](mailto:humanresources@beatlesstory.com)

**Job Description**

Job Title: HR Apprentice

Reporting to: HR Manager

Salary: £22,422.40

Hours: 35 hours per week

Closing Date: Friday 27th December 2024.

**ROLE PURPOSE**

To support and assist with administrative duties and daily queries within a very busy and demanding HR function. The role will support the Human Resources Manager in effectively and efficiently managing the department's daily transactional/administration requirements.

**THE PERKS**

* 30 days Holiday Annual Leave (pro-rata for part-time employees)
* A travel pass for local public transport: trains, buses, and ferries.
* Birthday Holiday after 12 months of service – “Today it’s your birthday!” incentive.
* Length of Service Benefit – additional days holiday for every five years of employment.
* Flexible Working - two days working at home, three days office.

**KEY RESPONSIBILITIES**

1. **HR Administration**

* To work accurately and efficiently as part of a team or unsupervised, prioritising work and meeting deadlines.
* To assist with managing the human resources inbox and providing first-line support when necessary to ensure queries are dealt with professionally, accurately, and in a timely manner, escalating queries where necessary.
* Process any variations to staff employment and confirm all changes in writing, ensuring the HIRS is updated with any changes to hours. Ensure that new salary details are passed over to the HR Manager for payroll within the cut-off deadlines.
* Producing letters and other HR-related correspondence
* Support day-to-day administrative tasks within the HR Manager and assist with ad hoc projects
* Ensure that the leaver process is initiated via the HRIS and prepare correspondence
* Process incoming references
* Process Leaver Questionnaires and record data
* To carry out other similar duties that the HR Manager may require

1. **Understanding Data Protection Principles**

* Assist in ensuring compliance with GDPR and other data protection regulations.
* Learn and understand the principles of data privacy, including data minimization, purpose limitation, and secure handling of personal data.
* Support the HR team in securely collecting, storing, and managing employee personal data.
* Ensure that personal data is processed lawfully, fairly, and transparently.
* Adhere to confidentiality policies regarding sensitive employee information.
* Ensure that access to personal data is restricted to authorized personnel only.

1. **Recruitment and Onboarding**

* Ensuring that all vacancy requests are responded to promptly. Place adverts on the relevant job boards. Ensure authorisation has been in line with standard recruitment procedures.
* Ensure all job descriptions and person specifications are included in the recruitment process and kept up to date.
* To undertake the administrative duties associated with recruitment, including assisting line managers in interviews and scoring.
* Ensure all vetting checks are carried out in line with statutory guidance.
* Identify any unsatisfactory clearances and report to the HR Manager.
* Coordinate new employee data collection and system set-up on the HRM System
* Preparation of employment contracts and letters announcing changes to employment terms and conditions, ensuring they are accurate and timely.
* Ensure all Right to Work documents are provided and updated and meet UKVI regulations.
* Administer all new starter paperwork, e.g. induction packs.
* Ensure a medical questionnaire is sent to all new starters after they accept the offer of employment. Identify any disclosed disabilities and raise them with the HR Manager.

1. **HR System**

* Data inputting of new starter employment details onto HRMS.
* Ensure accurate HR records are maintained electronically within the HRM system, updating employee information and ensuring data integrity and confidentiality.
* Assist in creating reports and documents as needed.
* Update and maintain staff training records.

1. **Employee Relations and Engagement**

* Provide first-line support to employees and managers on basic HR enquiries, policies, and procedures.
* Help coordinate employee engagement initiatives and wellness programs.
* Assist in scheduling and coordinating training sessions and development programs.

1. **Compliance and Policy Adherence**

* Ensure compliance with company policies and employment law, escalating any issues as needed.
* Assist in maintaining HR policies and procedures, ensuring they are up-to-date and accessible.

1. **Performance Management**

* Provide HR administrative support in disciplinary investigations, hearings and other meetings.
* Produce and distribute disciplinary management cases to relevant parties.

1. **Absence Management**

* Ensure HR digital sick records are accurate and up to date.
* Inform the Line Manager if any sickness triggers are met.
* Support the HR Manager by providing administrative support when managing short- and long-term sickness absences, taking notes at meetings and issuing relevant warning letters.

1. **Learning and Development**

* Participate in learning activities as part of the CIPD Level 3 qualification.
* Apply knowledge from CIPD studies in practical HR tasks, contributing to the continuous improvement of HR processes.
* Attend regular study sessions and complete coursework assignments as required.

1. **Duration**

* The length of this apprenticeship is approximately 18-24 months.
* There is an opportunity for the role to become a permanent HR Assistant upon satisfactory completion of the apprenticeship.

**This role is an excellent opportunity for an individual passionate about starting a career in HR and committed to professional growth. The successful candidate will be proactive, curious, and ready to engage in meaningful work that will make a difference for the team and the broader organisation.**

*This job description statement describes the general nature and level of work to be performed by the employee(s) assigned to this job title. It is not intended to be construed as an exhaustive list of all required responsibilities, duties and skills. The Beatles Story reserves the right to revise this job description as necessary but will do so in consultation with the job holder at the appropriate time.*

**PERSON SPECIFICATION – HR Apprentice**

**Note to Applicants: Essential requirements are marked with ‘E’. Desirable criteria are marked with ‘D’.**

| **CRITERIA** | **REQUIREMENTS** | **METHODS OF ASSESSMENT** |
| --- | --- | --- |
| **Experience, Knowledge and Skills** | Experience using computers **(E)**  Experience using Microsoft Office products (Outlook, Word and Excel **(E)**  Strong written and oral communication skills **(E)**  Excellent organisational skills and ability to work independently when needed **(E)**  Administration Experience **(E)**  Able to always maintain confidentiality **(E)**  Familiarity with HR Software or databases **(D)**  Understanding of basic employment laws or HR policies either through work experience, internship or volunteering **(D)**  Basic understanding of compliance with GDPR and other data protection regulations. | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I |
| **Education/**  **Qualifications** | GCSE English and Maths at grade A-C or equivalent **(E)** | A, I |
| **Personal Attributes** | Able to work under pressure within a busy office environment **(E)**  Conscientious and willing team member with a can-do positive attitude **(E)**  Committed to own personal development **(E)** | A, I  A, I |