



HR Administrator

Contract: Permanent	Report To: Head of Human Resources
Grade: 2	Hours: 22.5
Location: Westcountry Rivers Trust's office is in Stoke Climsland and whilst we have adopted hybrid working there is an expectation to work from the office on a regular basis and to travel to sites across the delivery area.	

Westcountry Rivers Trust is recruiting an HR Administrator
This is a permanent contract after a successful 4 month probation period.

The starting salary for this role is £16,128.00 - £16,764.00 pro rata (£26,880.00 - £27,940.00 FTE) per annum (dependent on experience)

Benefits while working for Westcountry Rivers Trust

- ✓ Employee Assistance Program (EAP)
- ✓ 25 days Annual Leave + Bank Holidays, with a reward for long service - an additional 1 day per year for each year worked over 5 years, up to a maximum of 30 days for employees serving 10 years continuous service
- ✓ Additional leave covering the Christmas Closure period
- ✓ WRT contributes 9% of salary to a personal pension scheme (following a three-month postponement period), plus Life Assurance cover
- ✓ Cycle to Work Scheme
- ✓ Hybrid & Flexible Working

Apply by midnight on Sunday 27th September 2026 by CV and Covering Letter to:

<https://hr.breathehr.com/v/hr-administrator-48564>

Interviews will be held in person at our offices in Stoke Climsland on Wednesday 7th October 2026.

For queries about this role or the application process please contact recruitment@wrt.org.uk

About the Westcountry Rivers Trust

Formed in 1994, the Trust was established to restore Westcountry rivers. Measures to protect rivers can help to save money for farmers, lower costs for water companies, boost tourism, reduce the need to dredge estuaries and even benefit human health.

Today the charity works with a wide range of stakeholders from landowners to local communities, businesses, farmers and water companies to restore and protect the rivers, lakes, estuaries and coastal areas for the benefit of people, wildlife and the local economy. There has never been a more important time to work on the rivers of the West Country as the impacts of climate emergency and the ecological crisis is forcing society to invest in building catchment resilience.

Spurred by a shared love of rivers, the Westcountry Rivers Trust is very much a grassroots organisation, brought into existence from the bottom up. In the early 90s, a group of individuals,

passionate – but concerned – about the waterways around them, began to stitch together their ambitions for restoring Westcountry rivers, laying the foundations for the Trust we know today.

Everything the Trust does is informed by the best available science. Their work is driven by an 'ecosystems approach,' considering the function of the entire catchment, not just the rivers that flow within them.

It was this new perspective – not to mention the hands-on and tireless approach to river restoration – that grabbed the attention of so many supporters and funders, and which lies behind the flourishing rivers trust movement. Since then, the Trust now has circa 75 employees with an annual turnover of c£3m running multi-annual projects spread across a wide range of funders.

The Trust has three main delivery teams and a support services team. Our employees work on delivery sites, from home, and from the office.

About the Role

This role plays a key part in delivering efficient and effective HR administrative support, primarily to the HR function, but for the benefit of the whole Trust.

It provides administrative support across the full employee lifecycle from recruitment and onboarding through to leavers and contributes to maintaining accurate HR records and ensuring compliance with employment legislation and UK GDPR. The role also welcomes contributions towards the continued improvement of HR processes and the ways we work to support the Trust and its staff.

With a genuine can-do attitude and a willingness to help colleagues, the role demonstrates strong administrative skills in a multi-task environment, with exceptional organisational skills and a good standard of written and verbal communication. The individual needs to be an effective communicator and demonstrate a professional and discreet manner when dealing with employees, managers, and external individuals.

As an instrumental member of the charity's HR function, this individual works collaboratively, is proactive, and shows confidence and initiative ensuring smooth, reliable, and people-centred administrative support across all areas of HR.

Responsibilities

Recruitment & Onboarding

- Administer the recruitment process including placing adverts and managing vacancies on the Breathe HR system.
- Arrange interviews and liaise with candidates throughout the recruitment process.
- Coordinate onboarding for new starters, including induction arrangements and preparation of welcome materials.
- Prepare offer letters and contracts

Employee Lifecycle Administration

- Administer the probation process, ensuring managers are aware of upcoming review meetings and ensure that meetings are documented on Breathe.
- Process leavers efficiently, ensuring a seamless and positive leaving experience.
- Maintain accurate and up-to-date records on Breathe.
- Prepare HR correspondence as required.
- Compile the monthly payroll spreadsheet, gathering and recording all relevant changes in a timely and accurate manner ahead of the payroll deadline.
- Administer asset updates on Breathe.

Health, Safety & Wellbeing

- Administer the occupational health system, acting as the primary point of contact and coordinating referrals and correspondence as required.
- Support the progression of mental health and wellbeing initiatives.
- Assist with Health & Safety administration including minute taking of monthly meeting.
- Compile and issue the Staff newsletter
- Administer the Specsavers voucher scheme & cycle to work scheme, liaising with the provider and supporting staff through the application process.

General

- Provide day-to-day HR support to line managers and staff, escalating complex matters to the Head of HR.
- Provide training administration support, including booking and coordinating training across the Trust.
- Maintain confidentiality and ensure compliance with UK GDPR at all times.
- Support HR projects and process improvements as capacity allows.
- Vehicle Compliance – ensure car insurance documentation is up to date, carry out a 6 monthly driving licence check identifying expired/expiring licences, ensure all our updated on Breathe.
- Undertake other duties proportionate with the level and part-time nature of the post.

Person specification

Knowledge and Experience

- Experience of working in an administration role in a multi-task environment
- Outstanding administration skills with a desire to continually improve and streamline processes
- Experience of using an HR Management System (D)
- Experience of working in an HR administration role (D)

Skills and Competencies

- Ability to manage your own workload and meet deadlines while working part-time hours
- Strong written communication skills – able to compose letters and emails and deal effectively with telephone and Teams calls
- The ability to work accurately with high attention to detail
- Proficient in MS Office and able to run reports
- Effective oral communication and interpersonal skills, displaying empathy and the ability to build positive working relationships
- Discretion and the ability to handle confidential information appropriately
- A proactive approach and ability to use initiative
- Personal resilience and the capacity to work effectively and remain calm under pressure
- A genuine interest in how digital tools can improve ways of working, with the confidence to learn and adapt as our digital landscape evolves

Qualifications

- CIPD certification (D)
- Formal education to at least Level 2 (GCSE Maths and English to grade 4 or equivalent).

The above are Essential criteria unless indicated as Desirable.