



Freelance short term systems administrator

Location: The Gloucester Hub

Hours: Full-time, 37.5 hours per week

Pay: £12 - £15 per hour

Contract: Temporary, 3 months

Reporting to: Operations Manager

About the role

We are seeking an organised and versatile systems administrator to set up, populate and roll out our new HR management system over the next three months. The ideal candidate will be experienced in administration of data base, project management or CRM systems. They will be detail-oriented and proactive problem-solver who can help us establish strong foundations for our HR operations and volunteer programme.

Key areas of focus include:

1. Setting up and implementing our new HR system
2. Establishing an efficient onboarding process
3. Creating and coordinating our volunteer programme

This role is crucial in developing and implementing efficient processes that will support our organisation's growth. The successful candidate will have the opportunity to make a significant impact by creating systems that will serve as the backbone of our HR and volunteer operations.

Current status:

We have decided to use a new HR management software ([Charlie HR](#)) and are now at the stage where we need to input existing records that are currently stored in a different system. The successful candidate will be responsible for managing this transition, ensuring data accuracy, and setting up the new system to meet our organisation's specific needs.

Key responsibilities

Supporting the operations manager you will:

1. **HR System Setup**
 - a. Implement and configure the new HR management system
 - b. Migrate existing employee data from the current system to the new one
 - c. Set up custom fields, workflows, and reporting features as needed
 - d. Create comprehensive user guides for different system functionalities
 - e. Develop and deliver training sessions for staff on system usage
 - f. Troubleshoot any issues that arise during the implementation process

2. Onboarding System Setup

- a. Design and implement a comprehensive digital onboarding process within the new HR system
- b. Create detailed onboarding materials, including welcome packs, schedules, and job-specific training documents
- c. Set up automated onboarding workflows in the HR system, including task assignments and notifications
- d. Coordinate with various departments (IT, Finance, etc.) to ensure all aspects of onboarding are integrated into the system
- e. Develop metrics to measure the effectiveness of the new onboarding process

3. Volunteer Coordination

- a. Develop and maintain a volunteer database within the HR system
- b. Create a volunteer application and screening process
- c. Implement a system for tracking volunteer hours, skills, and assignments
- d. Establish communication channels for volunteer management, including automated reminders and feedback collection

General

- Assist with day-to-day operations as needed
- Prepare reports and presentations for management
- Handle confidential information with discretion

Required skills and experience

- Experience in administrating database systems
- Strong attention to detail and commitment to data accuracy
- Ability to work independently and meet tight deadlines
- Excellent problem-solving skills with a proactive approach to identifying and resolving issues
- Adaptability and quick learning ability, especially with new software systems
- Discretion in handling confidential information
- Excellent communication skills, both written and verbal
- Project management experience, particularly in system implementation projects

HOW TO APPLY

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. We encourage applications from all backgrounds.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.

If you wish to apply, please submit your current CV to recruitment@themusicworks.org.uk

We also ask that you complete an equality & diversity form [here](#) (this is anonymous and is only to help us make sure we are reaching a broad range of people).

Short-listing will be on a rolling basis, and we reserve the right to close recruitment early if the right candidate is found. So, apply asap - don't wait!

We take positive action where appropriate under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward people with disabilities, or global majority candidates, in order to diversify our staff team.