



**Job Pack
HR Administrator**

About Benslow Music

Benslow Music creates music learning experiences for people of all ages. We support individual development, inspire curiosity, celebrate creativity, and share all the life-long benefits music brings. We do this through a programme of residential, day and online music courses, a concert series and an instrument loan scheme.

At our campus in Hitchin, we welcome and provide learning opportunities to adult musicians of all abilities. We support everyone from late-starters to early-career professionals in unlocking their potential. We offer around 150 short courses throughout the year, covering genres from classical to jazz to folk, and opportunities to explore solo, small and large ensemble playing. Through regular concerts we provide a platform for emerging and acclaimed artists.

Benslow Music is home to the Benslow Music Instrument Loan Scheme, which holds a collection of over 800 string and woodwind instruments that are lent to young musicians aged 7-25. Each year over 500 loans ensure that borrowers, regardless of background, are able to grow and develop as musicians.

Benslow Music began as the Rural Music Schools Association in 1929, offering musical education to people of all ages who were outside urban centres. In 1952, the four-acre Victorian estate in Hitchin was bequeathed to the RMSA and has since developed into a lively campus for music activity, with two recital halls, practice rooms, accommodation for around 50 people and an extensive music library. Renamed Benslow Music Trust in 1986, the Trust subsequently took responsibility for the Benslow Music Instrument Loan Scheme, which was founded in 1932 as a separate charity.

Benslow Music today is a thriving musical hub, continuing to develop its creative music activities for all ages. Current plans for the future include an expanded online offer, additional collaborative and partnership working, and further development of our site facilities and accommodation looking towards its centenary celebrations in 2029.

benslowmusic.org

Job Description

Job Title	HR Administrator
Department	Finance & HR
Reporting to	Head of Finance & HR
Line manages	n/a
Key Relationships	Chief Executive, Finance Officer, Management Team, Staff Team, HR consultants
Salary	£24,000-£28,000 FTE pro rata dependent on experience
Hours	Part time, 21 hours per week (0.6 FTE)
Contract	Permanent, at Benslow Music
Location	At Benslow Music, Hitchin (with hybrid working considered)
Benefits	25 days holiday per annum pro rata, workplace pension scheme, plus further staff benefits

Main Purpose

- Assisting with day-to-day HR Operations across the organisation
- Maintaining employee's records
- Providing support in various HR and administrative activities

Main Duties

HR

The key duties for this job are to:

- Recruitment Assistance: Post job openings, screen resumes, schedule interviews, and assist with onboarding new hires.
- Administrative Support: Maintain employee databases (BrightHR, Sharepoint), sort HR emails, and manage internal and external communications.
- Employee Records: Ensure accurate records are maintained of all employees' records and personal data held is in compliance with HR policies, privacy guidelines and GDPR.
- Support the delivery of HR processes, including annual appraisals, investigations, and grievances.
- Payroll Support: Assist with collation of timesheets and providing relevant holiday and sickness figures.
- Training Coordination: Organise induction and other training sessions for new employees.
- Policy Implementation: Assist in policy formulation, hiring processes, and salary administration.
- Employee Relations: Serve as a point of contact for employees, providing smooth communication and timely resolution to their queries.
- Compliance: Ensure compliance with employment laws, supporting the Head of Finance & HR and HR consultants.
- General support with administration across the organisation.

General

All Benslow Music staff are expected to:

- Uphold the values of Benslow Music.
- Contribute to a positive and productive working culture.
- Uphold and demonstrate through their work a commitment to equality, diversity and inclusion.
- Act as an ambassador for Benslow Music when interacting other organisations and members of the public.
- Comply with Benslow Music's Health and Safety and Equality, Diversity and Inclusion policies.
- Undertake other duties as may reasonably be required from time-to-time to support the work of Benslow Music.

Person specification

We are looking to appoint someone who can offer an extensive balance of skills and attributes; the following criteria are all important. The successful candidate will need to demonstrate real evidence of ability to fill the role effectively. Applicants must have the right to live and work in the UK.

Please note, appointment to this role will be subject to a Disclosure & Barring Service (DBS) check.

Benslow Music is open to all and we value the varied skills of everyone. We are an equal opportunities employer and we are committed to championing equality, diversity and inclusion in our workplace, so if you feel you are a suitable applicant, we encourage you to apply whatever your age, disability, religion or belief, sexual orientation, socio-economic background, gender, gender identity or race.

	Essential	Desirable
Experience & Qualifications		
Experience of working in an office environment.	✓	
Experience of working in administration.	✓	
Experience of working in an HR role, or official or recognised training in HR.		✓
Experience in the arts and culture or charity sectors, or within a charity context.		✓
Skills		
Excellent organisation and time management skills.	✓	
Ability to manage competing priorities and work across multiple workstreams.	✓	
Excellent written and verbal skills.	✓	
Excellent people skills.	✓	
Fully digitally literate, including practical understanding of Microsoft Office 365.	✓	
Knowledge and skills with HR management systems such as Bright HR		✓
Knowledge		
Sensitivity to Benslow Music's mission and ethos and commitment to the organisation's continued development.	✓	
Understanding of and demonstrable commitment to equality, diversity and inclusion.	✓	
Some knowledge of UK employment law.		✓
Understanding of the principles of Data Protection.		✓
Understanding of the third sector.		✓
Qualities		
A keen interest in and the confidence to interact with a wide variety of people.	✓	
Able to work with discretion and diplomacy.	✓	
Have good organisational skills and a methodical approach to administration with an excellent eye for detail.	✓	
Efficient and proactive with a flexible approach.	✓	

How to apply

To apply please email your application to executiveassistant@benslowmusic.org (Subject line: HR Administrator **application**). You will need to include:

- A CV detailing your relevant experience and skills.
- A cover letter (max 2 sides of A4) explaining why you are interested in this role at Benslow Music and showing how you meet the person specification.
- A completed equality and diversity monitoring form (available via the job page on our website).

Benslow Music aims to be an inclusive organisation, as well as the application materials, we ask applicants to complete our equality and diversity monitoring form to help us monitor our work in this area. These details are collected and stored independently to your application and cannot be traced back to you.

If you have any questions regarding the role or application process, please email: alexis@benslowmusic.org

We are keen to ensure that our recruitment process is accessible to everyone. If you have any access requirements or barriers to application, please email alexis@benbslowmusic.org to discuss how we might make reasonable adjustments to the process.

Closing Date: 29 August 2025, 9.00am

Interviews: w/c 1 September 2025

[Please note, the closing date is a guide only and applications may be closed early if we receive a high number of submissions. We advise to submit applications as early as possible to avoid disappointment.]