



HR ASSISTANT

- Location:** Perth Base / Hybrid
- Reports to:** HR Officer
- Hours:** 22.5 per week
- Salary:** £28,000 - £30,000 per annum (pro-rata)
- Benefits:**
- Pension: 12% employer's & 5% employee's contribution (after 3 months' service)
 - Annual Leave: 36 days (incl. public holidays) + an extra day for your birthday (plus additional long service days) pro-rata
 - Death in Service Benefit: 4 times annual salary
 - Optional Private Medical Insurance and Cashplan
 - Employee Assistance Programme
 - Enhanced Maternity/Adoption/Paternity Pay
 - Access to Blue Light Card
 - Learning & Development Opportunities
 - Hybrid Working

Working for Scotland's Charity Air Ambulance

Scotland's Charity Air Ambulance (SCAA) exists so nobody in Scotland suffers or dies because medical help cannot get there in time.

People can get sick or have accidents anywhere and anytime. But in Scotland there are places where urgent medical help cannot reach people. Or help gets there too late. And when lives are at risk every minute matters.

As a charity we rely on donations from the Scottish public, companies and communities to ensure that urgent medical help gets to the patient when it is needed, wherever they are and at whatever time of day.

We are seeking an organised, proactive and people-focussed HR Assistant to join our HR function at Scotland's Charity Air Ambulance. Working closely with the HR Officer and colleagues throughout the charity, the successful candidate will coordinate recruitment and onboarding activities, maintain HR systems and records, support payroll and learning and development processes, and help ensure our people practices remain compliant, efficient and aligned with our values.

This is an excellent opportunity for someone looking to develop their HR career in a role that offers exposure across the full employee life cycle. You will play a key role in delivering an efficient and professional HR service, supporting colleagues and managers across the charity while helping to create a positive employee experience.

This role will be based in Perth, at Scone Airport. SCAA supports flexible and hybrid working arrangements—our current approach typically includes two office days per week for those working on a hybrid basis (pro-rata). This is a part-time position working 22.5 hours per week. We offer flexibility regarding the working pattern, which will be agreed with the successful candidate to support both individual and charity needs. Occasional visits to our Aberdeen base will be required.

Scotland's Charity Air Ambulance

Our Ambition

No one in Scotland should die because help cannot get there in time.

Our Mission

To save lives through the urgency and quality of our response to time-critical emergencies.

Our Vision

To provide a valued, sustainable, leading edge national air ambulance service that is integral to emergency services in Scotland.

Our Ethos

Fast, professional, responsible, innovative, visible.



Our Values

Excellence

We raise the bar through professionalism, ambition and innovation. We deliver an exceptional service that is compassionate, trusted and lifesaving.

Compassion

We treat people with compassion, respect and care, placing individuals and communities at the heart of every decision we make.

Commitment

We show commitment by working together with shared purpose, supporting each other and our communities to make a meaningful and lasting difference.

Trust

We build trust by being reliable, accountable and professional, acting with integrity and delivering safely when people need us most.

About the Role

As HR Assistant you will:

- Be the first point of contact for HR enquiries, providing professional and helpful support to managers and colleagues.
- Coordinate recruitment campaigns, from advertising vacancies and arranging interviews to preparing offer documentation.
- Support onboarding activities, helping new starters feel welcomed and set up for success from day one.
- Maintain HR, learning and performance management systems, ensuring employee data is accurate and up to date.
- Process employee lifecycle changes including starters, leavers and contractual amendments.
- Support payroll and pension administration, ensuring information is accurate and submitted on time.
- Produce HR reports, management information and workforce statistics to support decision-making.
- Coordinate learning and development activities and monitor mandatory training compliance.
- Support employee relations processes through effective administration and coordination.
- Contribute to HR projects, policy implementation and continuous improvement initiatives.

Please refer to the full job description for more information.

General Responsibilities

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across the charity and key partners.
- Work effectively and efficiently to administration, communication, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or schemes or staff etc.
- Perform other associated duties as may arise, develop, or be assigned in line with the broad remit of the post.
- Be prepared to travel throughout Scotland and occasionally beyond to meet the needs of the business.



About You

We're looking for someone who:

- Has previous administrative experience, ideally within an HR, people or office environment.
- Has excellent organisational skills and can manage multiple priorities effectively.
- Demonstrates strong attention to detail and a commitment to accuracy.
- Is confident using Microsoft Office applications and HR systems.
- Has excellent communication and interpersonal skills.
- Understands the importance of handling confidential information sensitively and professionally.
- Enjoys working collaboratively and building positive relationships across an organisation.
- Is committed to providing excellent customer service and creating a positive colleague experience.

A CIPD level 3 qualification, or equivalent, (or working towards one) would be advantageous but is not essential.

Join Us!

Application

To apply for the role please email the following to Susie Crocker at **Recruitment@scaa.org.uk**

- your **CV** and **covering letter**— outlining your suitability for the role, your relevant experience, your motivations for applying and how you heard about this vacancy. We advise you to refer to the 'About You' section and use this to explain your suitability for the role.
- Equality, diversity and inclusion monitoring form (optional)

As an equal opportunities employer, SCAA is 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 and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join SCAA.

If you have any specific questions about the role then please contact: **Simon Phillips** at **s.phillips@scaa.org.uk**.

Application deadline is 5pm on Sunday 11 October 2026.

Interviews

Interviews will take place at our base at Perth Airport in Scone during the week commencing 19 October 2026.