VACANCY FOR THE POSITION OF

HR ADMINISTRATOR

£19,000 – 22,000 (pro rata) plus pension.
Part-time (0.4 FTE), 15 hours per week. Oxford, UK.

We are a movement of students sharing and living out the

IFES ministry is supported behind the scenes by
International Services based in Malaysia, the UK and the
USA.

This is a fantastic opportunity for a confident and proactive individual to join
a Christian charity with unrivalled global reach.

We are looking for an enthusiastic professional to join our International
Services team in the UK. This is a great opportunity to be part of small HR
team, within a well-known Christian charity.

As the HR Administrator you will report into the HR Partner and will be
responsible for providing a full administration service to the HR department
and to internal and external customers, acting as a first point of contact for
all HR enquiries.

In order to be successful in this role you will need to have experience of
working in a similar HR generalist position and a good understanding of HR
practices. You will have excellent administrative and customer care skills and
be able to work appropriately with confidential information.

As this is a role in an international organisation, you will enjoy relating
with people of other cultures and nationalities. You must have excellent
communication skills and work well with different personalities. You will be
dynamic, flexible and able to work independently.

If you recognise the importance of evangelical student ministry, are
confident in your ability to work internationally, and are looking for a
challenging role in a forward-thinking team, then enquiries can be made
to hr@ifesworld.org.

Full job description and application forms
available online: ifesworld.org/jobs

Completed application forms should be submitted to hr@ifesworld.org.

Our primary calling is to pioneer and nurture a nationally led student witness in every
country of the world. The work of the International Service Centre is to support this frontline
ministry.

IFES is an organisation with a distinctive Christian ethos. This post is subject to an
should therefore demonstrate a firm Christian commitment and agree with the IFES
doctrinal basis and ethos statement.

This job will not qualify for a Certificate of Sponsorship, so you will have to prove you have
other means to work legally in the UK before we would consider your application.

CLOSING DATE: 12 NOON ON 5TH OF OCTOBER 2020
INTERVIEWS: WEEK COMMENCING 12TH OF OCTOBER 2020