



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 good news of Jesus Christ. Locally. Nationally. Globally.

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](mailto:hr@ifesworld.org).

Full job description and application forms available online: [ifesworld.org/jobs](https://ifesworld.org/jobs)

Completed application forms should be submitted to [hr@ifesworld.org](mailto: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 Occupational Requirement under provisions made in the Equality Act 2010. Applicants 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 5<sup>TH</sup> OF OCTOBER 2020

INTERVIEWS: WEEK COMMENCING 12<sup>TH</sup> OF OCTOBER 2020