



ROLE PROFILE

HR ADMINISTRATOR (MATERNITY COVER)

Part-time, 16 hours per week

Fixed term contract until September 2022

ROLE PURPOSE

Work collaboratively with HR colleagues to provide an efficient, high quality HR service to staff and volunteers in our International Services UK office and IFES regions. Support and assist HR colleagues with administration and correspondence across the employee lifecycle, including recruitment, on-boarding, learning and development, and offboarding.

POSITION DESCRIPTION

In this role, your accountabilities and responsibilities are...

1. Recruitment, selection and induction

- To provide administrative support to the recruitment process including:
 - Assist in preparation of recruitment documents
 - Acknowledge and organise application forms, ensuring paperwork is filed
 - Assist in preparation of shortlisting and selection documentation for managers, including printing/copying of interview forms
 - Provide logistics support for interviews

2. Onboarding

- Produce and issue offer letters, prepare contracts, complete employment checks, including references, right to work checks etc
- Ensure new starter paperwork is completed and relevant information provided to Finance for payroll
- Administer the new starter tick list to ensure a smooth onboarding process for new staff
- Liaise with line managers in development of an orientation schedule
- Administer the probation process to ensure line managers are aware of when review meetings are due, and where forms can be found

3. Health and Safety

- Work with the Facilities Manager to coordinate the IFES fire team
- Administer the IFES fire folder

4. Staff development

- Assist with the annual appraisal cycle, prompting and following up with line managers as required, recording completed appraisals and training needs
- To provide training administration, including booking venues and maintain training records

5. Communication

- Primary management of the HR inbox, handling all initial contact into the HR department and signposting onwards as appropriate
- Respond to general queries from line managers and employees, pointing them to the appropriate policies and procedures, and escalating where appropriate
- To provide general administrative support to the HR department as required, including filing, answering telephones, scanning, photocopying, emails, devising and maintaining standard documents and templates

6. Record Keeping

- Ensure electronic and paper-based personnel records are maintained (including absences, holidays, starters and leavers, benefits) and filing/archiving is completed in a timely manner
- Be the primary contact for queries on the HR system (BambooHR)
- Ensure the HR database accurately reflects current staff conditions and details, including input of starters and leavers, contractual amendments, change of details, annual leave, recording of sickness and other leave
- Regular database maintenance
- Administer, promote, and track usage of staff benefits schemes

7. Offboarding

- Ensure resignations are acknowledged in a timely manner, and the line manager is aware of the process
- Administer the offboarding process
- Ensure leaver paperwork is on file, and outstanding annual leave is calculated and included in payroll

8. Additional Duties

- Administer the travel insurance policy
- Provide visa application support to staff, preparing letters and supporting documentation as requested
- Maintain up-to-date procedures for all HR Administrator duties

In addition: carrying out any other duties or projects within the scope, spirit and purpose of the job, as requested by the supervisor.

PERSON SPECIFICATION

Category	Essential	Desirable
1. Physique/impact on others	Pleasant demeanour and hospitable	
2. Qualifications	Good level of formal education with strong verbal, written and numeracy skills (minimum GCSE C or equivalent in Maths and English)	CIPD Associate Member (Associate/ Level 3 qualification or equivalent)
3. Experience	Minimum of 2 years' experience in administration or management, preferably in the charity sector Working collaboratively within a team	Previous experience in an administrative role Previous generalist HR experience Cross-cultural experience
4. Skills	Excellent customer care skills Strong communicator Strong IT skills with a good knowledge of Microsoft packages, and be willing to learn the HRIS and CRM databases Strong organisational skills including ability to manage time and prioritise effectively Able to work appropriately with confidential and sensitive information Well-developed interpersonal skills and be able to work and relate well with colleagues at all levels Able to work accurately Able to work on own initiative within specified guidelines or processes, problem solving as may be required	Fluency in French or Spanish Good understanding of HR policies and practice
5. Disposition/personality	Good at building rapport & trust Adaptable Calm and professional Patient Excellent attention to detail	

	<p>Solutions-focussed</p> <p>Able to work under pressure and respond to difficult and sensitive situations</p> <p>Be in sympathy with IFES' stated aims and doctrinal basis</p>	
6. Motivation	<p>A committed Christian in agreement with IFES Statement of Faith</p> <p>Passion for helping others</p> <p>Determined to achieve targets</p>	<p>Growing awareness of and appreciation for global mission through student ministry</p>

In this role, you will work with different people and teams, they are...

- staff and line managers from International Services offices and IFES regions
- Blue Boar House facilities team
- external suppliers

THE BEHAVIOUR INDICATORS EXPECTED IN THIS ROLE ARE...

Delivering results: This is about delivering through others with clear plans and an empowering approach to ensure accountability for delivery of customer outcomes.

Learning and improvement: This is about promoting an improvement, no-blame environment giving people confidence to try out new things and make and learn from mistakes.

Communicating and influencing: This is about role-modelling a truly open and transparent approach, communicating with impact around key messages, and reflecting Biblical values in interactions with staff and external stakeholders.

Acting as one team: This is about creating opportunities to work alongside, learn and solve problems collaboratively with a range of people across teams.

Enabling change: This is about helping others in times of change or uncertainty, giving them the confidence to trust and belief in you and IFES goals.

Making decisions: This is about setting priorities and enabling effective decisions based on appropriate analysis, data and understanding of customer requirements.

Engaging people: This is about creating opportunities for relationship building and building a supportive, respectful working environment.

Christian spirituality and discipleship: Playing a key role in the spiritual life of the office, including praying for colleagues and the ministry of IFES.

Christian witness: demonstrating Christian spirituality in your lifestyle and a regular commitment to a local church.

Department: HR	Division: International Services UK	
Reporting To: HR Manager of Operations	Location: Oxford	
Number of Direct Reports: 0	Job Level: Band H <u>HR Use Only</u>	Job Ref No: <u>HR Use Only</u>

SAFEGUARDING

IFES is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity.

All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.