**JOB DESCRIPTION**

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| Job title: | HR and Administration Officer |
| Reports to: | COO |
| Main job function: | Administration of the HR function, payroll administration, assistance with administration and drafting of Wills, and assistance with general office administration.  |

**HR & Payroll Support Essentials**

1. Passionate about Barnabas Fund’s aims and personally committed to Christian lifestyle and beliefs;
2. Excellent interpersonal skills;
3. Experience of working collaboratively with multiple teams and stakeholders.
4. Excellent administrative skills, with attention to detail;
5. Excellent communication skills;
6. A high degree of personal organisation and self-management, with ability to prioritise and multitask;
7. Ability to take appropriate initiative;
8. Able to maintain confidentiality;
9. Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies, as well as payroll processes and procedures and dealing with HMRC;
10. IT literate, confident in use of advanced knowledge of Google and comfortable learning new technical systems as needed;
11. Desirable for the candidate to have CIPD / HR Qualification, proven experience working in an HR department, knowledge of HR related employment and other law.

**Wills Drafting Essentials**

1. Proven experience of administration and managing casework.
2. Basic understanding or demonstrable ability to learn and understand law pertaining to Wills.
3. High degree of sensitivity and emotional intelligence required to interact appropriately with supporters needing assistance with the drafting of their Wills.
4. Strong analytical, problem solving and investigation skills.
5. High organisational skills with the ability to maintain a number of queries simultaneously.
6. Desirable: Previous experience working as a Legacy Case Officer or working within a Legal environment as a paralegal or qualified lawyer, or equivalent drafting skills.

**Responsible for the following staff positions**

TBD