

HR Apprentice Person Specification

Please note: This position carries an Occupational Requirement (OR) on the grounds of religion and belief in keeping with current guidance. The post holder must be able to demonstrate a Christian belief and value system, in line with Mercy UK core objectives and values.

<i>Competence</i>	<i>Essential</i>	<i>Desirable</i>
<i>Beliefs</i>	In line with Christian belief of Mercy UK	Willingness to pray with, advise and empower supporters, residents and staff
<i>Qualifications, Education, Training</i>	GCSE Grade A* - C or equivalent in English and Maths	Educated to A-level or equivalent in any combination of subjects Relevant training in related areas, e.g. data protection, payroll, business administration, Mental Health First Aid, Health & Safety, safeguarding
<i>Experience</i>	Experience in the use of a range of software packages including Word, Excel, PowerPoint, e-mail and the internet. Experience in the production of documents and the collation and maintenance of information.	Experience of working in a charity Experience of a faith-based organisation Experience with G-Suite alternatives to Word and Excel
<i>Skills and Competencies</i>	Ability to develop rapport and maintain collaborative relationships with peers, colleagues of all levels and people outside of the organisation Ability to learn office systems and procedures Excellent numeracy and literacy skills, including attention to detail with percentages and decimals, grammar and spelling Written communication skills – able to organise ideas, issues and thought processes with clarity Excellent administration skills with an ability to manage own workload and priorities in order to meet deadlines, and respond to changing priorities.	Valid Driving License for a minimum of 2 years Self management skills - ability to work independently and as part of a team
<i>Personal Attributes/ Attitude</i>	Passion for God, passion for people and a passion for excellence *Please also refer to 'Core Qualities of a Mercy Employee' Willingness to promote Mercy UK, attend events, conferences and exhibitions on behalf of Mercy UK which will include ministering to people in need, attending church worship and teaching	Values diversity and shows commitment to understanding the thoughts and opinions of others. A hunger for personal growth and development Demonstrate a passion for organisation and people