

HR Apprentice (Level 3) - Job Description

Hours:	30 hours per week (including equivalent of 1 day learning / studying)
Salary:	£7,800 (£9,750 per annum pro-rata)
Reporting to:	Administration Manager
Apprenticeship type:	18 months, Workplace & Online Learning, Theory & Practical
Location:	Cornerstone Building, Mercy UK, Oxenhope

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's core objectives and values.

Mercy UK Overview:

Mercy UK is committed to restoring hope and transforming lives by empowering Christians to develop their relationship with God, Self and others. We offer a wide range of services online and onsite to equip you with the tools to live free and stay free. Our services include:

- Our Mercy Home. An online and onsite free-of-charge discipleship programme for women with life-controlling issues.
- Keys to Freedom. An 8-week discipleship course for group or individual study, designed to help you live free and stay free
- Training, resources, speaking engagements to educate, equip and empower you and your church

We are a registered charity (number 1111377), a company limited by guarantee (number 5373315), a member of the Evangelical Alliance, PCUK and ThirtyOneEight (formerly CCPAS).

Overall Aim:

Here at Mercy UK we have a passion for God, passion for people and passion for excellence – this means we are committed to becoming an organisation where team members feel supported, valued and challenged to deepen their personal and professional growth. As an agile and fast-moving team, we seek to give our very best to what we do, in attitude and activity.

As the HR Apprentice, you are hungry to develop HR administration skills in an active work environment, alongside regular online learning and self-study days. You thrive on attention to detail and are passionate about gaining the foundational knowledge and experience needed to deliver a seamless HR service to your colleagues at Mercy, making a good impression and gaining the confidence which will help you to succeed in the role and prepare you for a future career within HR.

Working closely with the HR Administrator and reporting to the Administration Manager, you will assist with a wide range of HR tasks, projects and processes, receiving the support needed to deliver your work with excellence. You will apply the knowledge gained from your studies to real-life situations, whilst learning to balance compliant practice with effective communication and a collaborative approach.

Job Description:

The post will include but is not limited to:

- Bringing efficient administrative assistance to the HR department and delivering HR services to the highest possible standard to members of the Mercy UK team, including day to day tasks such as document creation, using excel spreadsheets, room bookings, electronic filing, and distribution of information.
- Assisting in a range of HR processes, including recruitment and selection, pre-employment checks, on-boarding, off-boarding and administrating staff changes
- Responding to and redirecting, as appropriate, day-to-day HR queries
- Assisting with the efficient delivery of our payroll and pension processes
- Assisting with setting up new employee records and facilitating the smooth onboarding and induction of new employees
- Keeping records and offering administrative support to HR meetings and training
- Ensuring the appropriate handling and security of employee personnel, sensitive and confidential information, upholding discretion at all times and ensuring that employee data is processed in line with relevant regulatory requirements
- Updating and maintaining accurate records within digital HR Management Systems
- Assisting with HR-related projects
- Providing ad-hoc support to Front of House (e.g. Reception) as required
- Providing cover and assistance for the smooth running of Mercy UK, adding your administrative skills, where needed.
- Presenting the vision and mission of Mercy UK and being willing to deliver training to Christian audiences of all denominations and backgrounds as well as bringing an example of healthy Christian leadership in line with Mercy UK's statement of faith and lifestyle policies.
- Remaining discerning, innovative and open to change, offering your skills and support across the charity, as needed.
- Undertake continued training, be an active participant and show commitment to personal and spiritual development.
- Adhere to ethical practice, strict confidentiality, disclosure and safeguarding policies and use discretion at all times.