

ROLE PROFILE

HR administrator (FT)

Salary Band G

ROLE PURPOSE

The aim of the IFES People and Culture team is to build healthy teams that produce fruitful ministry. The HR team is part of the People & Culture team. The HR Administrator supports the HR team by handling administrative tasks to ensure an effective and efficient HR department.

POSITION DESCRIPTION

The role includes the following responsibilities:

1. Assist the HR Manager and HR Officer by providing administrative support including:
 - a. Primary management of the HR inbox.
 - b. Respond to general queries from staff, pointing them to the appropriate policies and procedures, and escalating where appropriate
 - c. BambooHR admin:
 - i. Ensuring 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
 - ii. Being the primary contact for queries on the HR system
 - d. Ensure electronic and paper-based personnel records are maintained and filing/archiving is completed in a timely manner
 - e. Manage the day-to-day travel insurance enquiries
 - f. Provide administrative support to the recruitment process including:
 - i. Assist in preparation of recruitment documents
 - ii. Acknowledge and organise application forms, ensuring paperwork is filed
 - iii. Assist in preparation of shortlisting and selection documentation for hiring managers, including printing/copying of interview forms
 - iv. Provide logistics support for interviews
 - v. Produce and issue offer letters/ write to unsuccessful applicants
 - vi. Draft contracts and agreements
 - vii. Organise orientation logistics
 - viii. Complete employment checks, including references, right to work, qualification checks
 - ix. Ensure new starter paperwork is completed and relevant information provided to Payroll and benefits providers
 - x. Ensure a smooth onboarding process for the new employee
 - xi. Liaise with supervisors in development of an orientation schedule
 - g. Administer the probation process to ensure supervisors are aware of when review meetings are due, and where forms can be found.
 - h. Support visa applications for staff where documentation is needed
 - i. Provide administrative support to supervisors in HR processes
 - j. Administer the retirement and resignation processes
 - k. Ensure all staff have regular reviews
 - l. Administer the off-boarding process
 - m. Administer the IFES fire folder (H&S)
2. Provide administrative support to the Crisis Management Team, as required.
3. Carry out any other duties within the scope, spirit and purpose of the job, as requested by the supervisor.
4. Participate fully in the spiritual life of the office.

The HR Administrator will work with:

- The Head of HR (Supervisor)
- The HR Officer
- The Head of People & Culture
- IFES staff and teams
- Blue Boar House Facilities Manager

SAFEGUARDING

IFES is committed to safeguarding the well-being of all service users and staff 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 IFES staff have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

INTERNATIONAL VALUES

Faithfulness to Scripture: The Bible is the ultimate authority and inspiration for life and all aspects of our ministry. We emphasise the loving, studying, living and sharing of God's Word.

Prayer: We pursue and maintain a posture of humility and dependence on God through prayer in our ministry.

Community: We seek to cultivate vibrant local, regional and global communities that encourage fellowship and learning and enhance our mission.

Student Initiative: We are a ministry of students reaching students and we believe in students taking the initiative in all aspects of witness to the university.

Unity in Diversity: We value the diversity of God's creation and the body of Christ. We draw participants from diverse ethnicities, cultures, languages, and church traditions as a worldwide fellowship.

Partnership: We believe we are more effective in our work when it is done together. We accomplish our mission in partnership with one another, with the local church and like-minded organisations around the world.

OXFORD OFFICE TEAM VALUES

Cultivation - We encourage each other to grow both personally and professionally. We recognize, affirm, and develop our gifts and skills, so that each person is empowered to thrive.

Intention - We link our work activities into the vision and strategy of IFES and prioritize accordingly. We aim for excellence and professionalism in all that we do.

Collaboration - We work together in caring and inter-dependent relationships. Our actions, communications, and decision-making foster a unified office team made up of many parts, serving a global fellowship.

Vocation - We seek to ensure that our actions are an authentic expression of who we are called to be and what we are called to do. We serve together, and serve others, with humility, integrity, and honesty.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs (or equivalent) • A* - C in Maths and English • 3 A-levels (or equivalent) 	<ul style="list-style-type: none"> • University degree (or equivalent) • CIPD qualification
Experience	<ul style="list-style-type: none"> • Working in an office environment (paid or voluntary) • Administration experience 	<ul style="list-style-type: none"> • Experience working in an HR team. • Experience with HR software. • Involvement in or exposure to an
Skills	<ul style="list-style-type: none"> • Clear written & verbal communication • Competent & confident using Microsoft Office 365 • Planning & prioritising • Fluent in English 	<ul style="list-style-type: none"> • Cross-cultural experience. • Fluent in French or Spanish
Disposition/personality	<ul style="list-style-type: none"> • Able to build rapport & trust • Adaptable • Calm and professional • Patient • Tolerant of ambiguity • Team player • Understands importance of confidentiality • Self-starter 	
Motivation	<ul style="list-style-type: none"> • Desire to use administrative gifts to serve others. • Enthusiastic about world mission • Resonates with IFES values (below) 	<ul style="list-style-type: none"> • Awareness of and appreciation for global mission through student ministry

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