J OB PROFILE: HR Assistant

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| Mission Area | Department |
| Finance and Services | Human Resources |
| Position of Job in Organisation | |
| The HR Assistant reports to the Director of Finance and Services. | |
| About Scripture Union in England and Wales | |
| Scripture Union is a national mission-movement, the aims of which are to create opportunities for children and young people to explore the Bible, respond to Jesus and grow in faith. Our priority is to reach those who don’t yet know Jesus. In all its work, Scripture Union aims to care for children and young people, share God’s good news, and offer choices and opportunities, whilst being credible, relevant, and inspiring. | |
| Vision of SU in England and Wales | |
| Our vision is to see a new generation of children and young people have a vibrant, personal faith in Jesus. | |
| Purpose of the department | |
| To provide professional HR advice and support to managers to enable them to effectively achieve the Movement’s mission and contribute to a positive culture with highly engaged staff. | |
| Purpose of the job | |
| This role involves assisting with day-to-day HR operations, maintaining employee records, and providing support in various HR activities. | |
| Dimensions and quantities | |
| * Scripture Union has between 70 and 80 members of staff. | |
| Key accountabilities | |
| The key accountabilities for this job are to:   * **Administrative Support:** Maintain employee databases (Cascade HR), sort HR emails, and manage internal and external communications. * **Recruitment Assistance:** Post job openings, screen resumes, schedule interviews, and assist with onboarding new hires. * **Employee Records:** Ensure accurate records are maintained of all employees’ records and personal data held is in compliance with HR policies and privacy guidelines. * **Payroll Support:** Assist with payroll preparation by providing relevant data and resolving payroll-related queries. * **Training Coordination:** Organise induction and other training sessions for new employees. * **Policy Implementation:** Assist in policy formulation, hiring processes, and salary administration. * **Employee Relations:** Serve as a point of contact for employees, providing smooth communication and timely resolution to their queries. * **Compliance:** Ensure compliance with employment laws with the support of the Director of Finance & Services and the 3rd party employment advisor. | |

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| In common with all members of staff, to:   * Further the aims and objectives of Scripture Union, working in accordance with its ethos. * Be part of the prayer life and fellowship of Scripture Union, including staff prayers, days of prayer and worship, and staff conferences, which combine prayer, worship, and strategy. * Undertake personal development through study and reflection, work reviews and in- service training.   Safeguarding   * All Scripture Union staff take responsibility for protecting children and young people from all forms of abuse and for reporting any disclosures of abuse in addition to suspicions or concerns, in line with Scripture Union’s safeguarding policies. |
| Educational and / or training qualifications and certificates |
| The person appointed will   * Qualification Level 3 in England, Wales, Northern Ireland Level 3 or Level 5 Scottish Credits and Qualifications Framework or equivalent * HR certification is a plus. The role holder will be provided with training support to gain CIPD qualifications up to Level 5. |
| Person specification |
| The person appointed will:   * Have good organisational skills and a methodical approach to administration. * Have a mindset to improve processes and the curiosity to use new technology to improve processes. * Be able to work accurately with attention to detail. * Have experience of working confidentially with sensitive information. * Have the flexibility to manage changing priorities. * Demonstrate good oral and written communication skills and be capable of imparting information in a clear and concise way.   In common with all members of staff:   * Be a committed Christian in sympathy with the aims and ethos of Scripture Union who has an active involvement in the mission of a local church. * Seek to have a sound biblical understanding that is applied in daily living and encouraged in the lives of others. |
| Necessary technical / functional skills |
| The person appointed will:   * Previous experience in an administrative position is essential. * Excellent communication skills, * Proficiency in MS Office (Word, Excel, PowerPoint). |

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| Required behavioural competencies | | |
| Self-confidence | Projects appropriate self-confidence through a realistic approach to own ability. Not afraid of criticism or making reasonable mistakes. | |
| Self-development | Takes personal responsibility for own professional and spiritual growth. Alert and responsive to learning opportunities with a willingness to encounter new experiences and situations. Assesses own performance in a constant effort to develop. | |
| Analytical thinking | Assesses a situation in a systematic way, identifying time sequences, setting priorities, and drawing logical conclusions from the data. | |
| Conceptual Thinking | Identifies patterns and connections between situations. Understands data and situations and develops innovative solutions. | |
| Relationship building | Works to identify, build and maintain positive long-term relationships with colleagues and contacts. | |
| Interpersonal Awareness | Observes people closely, has a good understanding of others’ feelings, needs and concerns. Demonstrates an appropriate level of empathy and tolerance. Thinks through how people will react and is able to anticipate other points of view. | |
| Concern for excellence | Drives consistently towards improvement and excellence in all aspects of work. | |
| Thoroughness | Follows tasks through to completion with attention to detail and accuracy. | |
| Job profile updates | | |
| Updated by: Sharon Esnard | | Date: 22nd May 2025 |
| Staff signatures | | |
| Line Manager: | | Date: |
| Employee: | | Date: |
| HR Department: | | Date: |