

<b>Job Title</b>	People & Culture Team Administrator	<b>Salary Grading</b>	Grade 7	<b>Status</b>	22.5-30 hours
<b>Reports to</b>	Director of People & Culture	<b>Occupational Requirement (Active Christian Faith)</b>	All ODI roles have an OR that postholders be Committed Christians with an active Christian faith	<b>FT / PT%</b>	0.6-0.8 FTE
<b>Team</b>	ODI HR Team & OD UK&I Team			<b>Contract length</b>	Permanent
<b>Job purpose</b>	The role provides support to the Global People & Culture Team and the Director of People & Culture by owning administrative and planning activities and project management.				

<b>Key Responsibilities</b>	<b>Experiences and Qualifications</b>	<b>Job Dimension</b>
<p><b>Assistant to Director of People and Culture</b></p> <p>A. Acting as a point of contact on behalf of the Director of P&amp;C regarding incoming communications, meetings and other requests</p> <p>B. Provide administrative support (taking minutes, preparing presentations, providing follow up support) to key initiatives and meetings;</p> <p>C. Provide a consistently courteous, friendly and professional ‘front office’ when relating to others on behalf of the Director of P&amp;C or P&amp;C team;</p> <p>D. Booking and arranging travel, transport, accommodation, meeting rooms and other facilities;</p> <p>E. Manage the Director of P&amp;C diary and inbox and ensure space is afforded for good preparation for upcoming and longer-term commitments in a time-efficient way;</p> <p>F. Organizing meetings and appointments across time zones;</p> <p>G. Expenses and budget management support;</p> <p>H. Undertaking desk research and providing reports, as requested</p> <p>I. Supporting the wider P&amp;C team in a flexible and accommodating manner, as directed</p> <p>J. While the Director of P&amp;C is also base Director for the UK ODI base, there are some responsibilities connected with supporting the culture and unity of the UK base.</p> <p><b>People Team Administration</b> To assist the global HR team with essential administrative support, and to aid the planning of team events, such as the Global HR Conference.</p> <p><b>HR Project Work</b> To assist with research, analysis, preparation, communication, drafting documents and any other work associated with projects. To collaborate with the finance team bi-annually to collect and consolidate FTE data for Open Doors Global including field, development and ODI.</p> <p><b>Other</b> Any other work or coordination as the role develops or as the Director deems reasonable as part of the role.</p>	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Well-organised, self-motivated and proactive</li> <li>Flexible, servant-hearted and positive;</li> <li>Willing and capable of working both independently and as part of a team;</li> <li>Ability to work under pressure, meet deadlines and produce work of a consistently high, accurate standard; demonstrated through visible time management and planning;</li> <li>A responsible and mature outlook;</li> <li>Able to work cross-culturally;</li> <li>Warm and welcoming to colleagues and guests;</li> <li>Good interpersonal and communication skills</li> <li>Committed Christian with a passion for the Persecuted Church</li> </ul> <p><b>Key Competencies, skills and experience</b></p> <ul style="list-style-type: none"> <li>proven competence in administration;</li> <li>experience of working within a team to meet deadlines and manage projects</li> <li>Fluent in spoken and written English;</li> <li>experience of spreadsheets and databases to intermediate level</li> <li>working experience of Microsoft Office, Teams, Outlook</li> <li>Ability to learn quickly</li> </ul>	<p><b>Team</b></p> <p>The Assistant to the Director of People and Culture will work primarily with the Director but with close links to the global Open Doors HR and support team network.</p> <p><b>Key Relationships</b></p> <p>Director of People &amp; Culture Head of HR HR Managers Team Administrators</p>

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