



JOB DESCRIPTION

Job Title	HR Assistant
Team	Human Resources
Location	Remote
Reports to	HR and L&D Manager
Salary	£25,800 pro rata, plus pension and benefits
Duration	2 year Fixed Term Contract
Normal Working Hours	25 hours net per week

Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Overall job purpose

We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the HR team. The role will assist with day-to-day operational tasks, providing managers and staff with effective administrative support in all aspects of Human Resources.

You will provide HR generalist support for the full employee lifecycle, as well as support with the end-to-end recruitment cycle in line with The Churches Conservation Trust's policies and procedures, best practice and legal requirements.

To be successful in this role, you must be able to work as part of a small team, whilst also independently and proactively completing tasks. Excellent communication and IT skills, accuracy and attention to detail are essential requirements.

Key relationships

You will work closely with stakeholders across CCT, including staff and managers. You will also work with contractors, suppliers and external bodies.

Key duties and responsibilities

HR Administration

- Maintain accurate HR records, in line with CCT's employee privacy policy and retention schedule.
- Produce correspondence associated with employee life cycle as directed by the HR Officer and HR and L&D Manager.
- Supporting and coordinating the onboarding process for new starters, including scheduling of inductions and assisting with HR inductions.
- Coordinating probationary reviews to ensure these are completed.
- Updating staffing reports with starters and leavers.
- Process leavers.
- Arrange meetings relating to employment relations casework, taking notes as required.
- Maintaining accurate staff reports.
- Support the wider HR team as required.
- Monitor recruitment email inboxes, ensuring queries are dealt with promptly.

HRIS

- Dealing with and responding to queries relating to the HRIS in a timely manner
- Ensuring accurate employee records are maintained
- Validating employee's personal information through effective communication and integration of existing HRIS.
- Assist with the data migration and documentation to the HRIS.
- Uploading staff file documents onto HRIS.
- Ensuring accurate staff records are maintained.

Recruitment

- Supporting staff recruitment activities including preparation of adverts and job descriptions.
- Advertising or vacancies and coordinating the shortlisting process.
- Coordinating feedback process with candidates pre and post interview.
- Collate and distribute candidate and manager packs for interviews and assessments.
- Coordinate the interview process supporting with scheduling and sending invitations.
- Prepare and issue offer packs.
- Supporting and coordinating the onboarding process.

General Projects

- Undertake and contribute to other HR and L&D projects as an when requested.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Additional Information:

Lone working

This role involves regular lone working. We have lone working procedures in place to support all staff undertaking lone working.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We expect our staff to share this commitment.**

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including, but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

Person Specification

Section One: Essential Criteria

If you cannot provide evidence that you fully meet the essential criteria, your application will not be put forward for further shortlisting against the other criteria in section 2.

	Essential Criteria	How this will be assessed
1	Experience of working within a Human Resources department.	A, I
2	Providing general HR administrative support for the full employee life cycle, including onboarding administration.	A,I
3	Experience of HR systems and being part of a team to implement a new HR system.	A, I

4	Proven track record in supporting recruitment campaigns	A, I
5	Experience of supporting HR meetings in a note taker capacity	A, I
6	Experience of supporting HR projects and new HR initiatives.	A, I
7	Experience of using and assisting with integration of HR information systems	A, I
8	A good understanding of 'best practice' resourcing and recruitment methodologies.	A, I
9	Experience of project work.	A, I
10	Flexible with ability to work independently with minimal supervision.	A, I
11	Excellent organisational and administrative skills with a systematic/ methodical approach to work, with the ability to identify and manage changing and competing priorities.	A, I
12	Strong digital and technological skills.	I
13	Excellent written and oral communication skills with a professional approach to work, colleagues and external contacts.	A, I
14	Excellent interpersonal skills able to work with people in a supportive, sensitive and calm manner managing confidentiality.	I
15	Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	A, I

Section Two: Desirable Criteria

	Desirable Criteria	How this will be assessed
1	CIPD qualification or working towards completion of Level 3 or higher, or a recruitment qualification or relevant Level 3 or above qualification.	A, I
2	Have a good understanding of the voluntary sector	A, I
3	Some knowledge and understanding of employment law in practice.	A, I

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting

criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Membership of the generous Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- subscription allowance to a professional body
- 20% staff discount on Champing™ at CCT sites

How to apply

If you would like to apply for this role, please [visit our recruitment portal](#). You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **8am on Monday 30th September**

If you have any queries about this role and would like to have an informal chat please email recruitment@theccct.org.uk

Interviews will be held on **Thursday 10th October via Teams**. Please note that the interview dates and location have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@theccct.org.uk

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