



## JOB DESCRIPTION

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<b>Job Title</b>	HR Officer
<b>Team</b>	Human Resources
<b>Location</b>	Remote
<b>Reports to</b>	HR and L&D Manager
<b>Salary</b>	£29,500 gross per annum
<b>Duration</b>	2 year fixed term
<b>Normal Working Hours</b>	36 hours net per week

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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 and Learning & Development Manager. 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 administrative support for the full employee lifecycle, as well as support with the end-to-end recruitment cycle in line with Churches Conservation Trust's policies and procedures, best practice and legal requirements. You will assist with the provision of training and development of staff ensuring compliance with mandatory training.

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**

- Produce correspondence associated with the employee life cycle, as directed by the HR and L&D Manager.
- Provide proactive and timely first line response for all HR queries.
- Maintain accurate HR records, in line with CCT's employee privacy policy and retention schedule.
- Update staffing reports with starters and leavers.
- Process leavers, ensuring correct processes are followed.
- Assist with administration of pension scheme.
- Ongoing maintenance and development of HRIS, ensuring data is accurate.
- Continual review and improvement to HR processes, in conjunction with HR and L&D Manager.
- Maintain accurate staff reports.
- Monitor HR and recruitment email inboxes, ensuring queries are dealt with promptly.
- Arrange meetings relating to employment relations casework, taking notes as required.
- Support HR meetings in a note taker capacity, ensuring accurate notes are recorded.
- Draft and prepare HR letters as required and directed by the HR and L&D Manager.

### **Recruitment**

- Design recruitment and selection campaign documents, such as draft adverts and information packs to appeal to candidates and create a quality candidate experience.
- Liaise with managers and oversee the complete recruitment and selection administration process across CCT's vacancies.
- Manage the pre-employment check process, ensuring compliance with regulatory requirements.
- Support and coordinate the onboarding process for new starters, including scheduling of inductions and assisting with HR inductions.
- Coordinate probationary reviews to ensure these are completed.
- Advertise vacancies and coordinate the shortlisting process.
- Coordinate 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.
- Coordinate and administer CCT's induction programme, ensuring new starters receive timely information and access mandatory training.
- Prepare and issue offer packs.

### **Payroll**

- Preparation of monthly payroll submission.
- Completion and submission of ONS surveys as required.

### **Workforce analytics**

- Produce regular and occasional reports to SMT, DCMS, external bodies and managers, as required by HR and L&D Manager.
- Maintain confidentiality of data and security at all times.

### **Employee Relations**

- Monitor absence and follow up with individuals (and managers) who have been absent to ensure self-certification forms / Fit Notes are received.
- Escalate absence concerns to HR and L&D Manager.
- Act as first line support with employee relation matters.
- Promote consistent and effective people management approaches, which promote equality of opportunity in all aspects of our work.
- Maintain up to date knowledge of employment law and best practice.

- Support and advise managers on performance management processes.

### **General**

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

**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:**

#### **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: HR Officer

### Section 1. Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

	Essential Criteria	How this will be assessed
1	Experience of working within a busy Human Resources department	A, I
2	Providing general HR administrative support for the full employee life cycle, or providing administrative support for the full training cycle e.g. training needs analysis, preparation of training materials, training evaluation	A, I
3	Experience of maintaining systems e.g. accurate data entry, extracting reports	A, I
4	Experience of managing a complex employee relation cases	A, I
5	Experience of supporting payroll processes	A, I

### Section 2. Further Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience of supporting projects and new initiatives	A, I
2	Experience of supporting and coordinating training activities	A, I
3	Experience of supporting meetings and preparing written notes	A, I
4	Strong analytical skills to produce reports	I
5	Flexible, with ability to work independently with minimal supervision	I
6	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
7	Strong digital and technological skills	I
8	Excellent written and oral communication skills with a professional approach to work, colleagues and external contacts	A, I
9	Excellent interpersonal skills, able to work with people in a supportive, sensitive and calm manner managing confidentiality	A, I
10	Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others	A, I

### Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	CIPD qualification or working towards completion of Level 3 or higher, or a relevant Level 3 or above qualification e.g. administration	A, I
2	Have a good understanding of the voluntary sector	A, I
3	A willingness to undertake relevant training to develop knowledge and understanding of employment law in practice	A, I

<b>4</b>	Experience of developing and writing policies and procedures	A, I
<b>5</b>	Ability to identify areas for improvement and develop new policies, working practices	A, I
<b>6</b>	A good understanding of 'best practice' resourcing and recruitment methodologies.	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](#), where you will be directed to our online recruitment system. 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 Tuesday 23<sup>rd</sup> April 2024**.

Interviews will be held on **Wednesday 8<sup>th</sup> May in Birmingham**. 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 a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk)