



Job Description

Job Title	People & Benefits Administrator
Area/Department	Administration and Resources / People & Benefits
Reporting to	People & Benefits Coordinator
Direct Reports	None
Location	The Office of General Assembly, 86 Tavistock Place, London WC1H 9RT
Travel	None
Working Hours	21 hours per week (will be required to work on-site for a minimum of 2 days per week)
Job Summary: To provide a day-to-day administrative support to the People & Benefits Office and the Offices of General Assembly.	
<p>Background: The URC is activist, dissenting and motivated by social justice. It is also committed to theological and cultural diversity. The URC is conciliar which is a core part of its ethos and polity and shapes how the Councils of the Church make decisions.</p> <p>As the team serving General Assembly, our collective task is to implement the decisions of General Assembly and Assembly Executive. The teams which make up the Office of General Assembly (Faith in Action, Ministries, Governance and Administration and Resources) are diverse in their tasks and areas of expertise but are united by a common purpose; in our different ways we exist to support and enable and support the wider church and its members in local churches and across synods.</p> <p>Administration & Resources team provides support to all those working from the Offices of General Assembly either in person and remotely. Therefore, an ethos of positive customer service is important so that the wider work of the General Assembly is effectively facilitated. The Department covers the core work areas of Compliance, IT, Buildings & Facilities, Records and Archives, Website and Database, Finance, HR, Payroll and Pensions.</p> <p>The People and Benefits team ensures that everyone, whether employed or an office holder, receives their relevant remuneration or stipend and associated benefits in a timely, effective and compliant manner. The team plays a key role in developing the culture and ethos of the Offices of General Assembly, ensuring that the ethos of the URC is evident in all that we do.</p>	

Principal responsibilities and duties

HR Administration

1. Prepare all standard correspondence, including but not limited to letters, contracts, agreements, payroll data, recruitment packs, photocopying, scanning, filing, ensuring accuracy and timely completion.
2. Use effectively HR system to input and update employee information accurately, under guidance where required.
3. Generating reports from the HR system as requested.
4. Undertaking compliance checks, including right-to-work verification for Office of General Assembly and colleagues in ministries team and contacting the DBS team when necessary.
5. Keep accurate records of sickness and other absences are maintained, liaising as necessary with the Payroll Manger and initiating letters when milestone reached.
6. Provide administrative support with the processing of immigration visas for Ministers with support from the People and Benefits Coordinator.
7. Maintain and update personnel files, ensuring both electronic and paper records are accurate and well organised.
8. Assist with regular audits of personnel files and liaise with the Archivist and Records Manager when necessary.
9. Provide administrative support for staff training and development, including helping to source and book courses, enrolling colleagues on our online learning platform and allocating learning pathways.
10. Provide support in the planning and delivery of staff wellbeing activities.

Recruitment

1. Provide administrative and coordination support for recruitment processes as directed by the People & Benefits Coordinator.
2. Support the coordination of People and Benefits induction meetings for new colleagues.
3. Deliver induction sessions for new colleagues on use of the HR system.
4. Ensure new starters are added to the URC database.

Financial Responsibility

1. Process all invoices received for payment.
2. Prepare monthly payroll data, annual pay reviews communication letters and other pay-related changes as directed.
3. Ensure all staff changes and salary changes are accurately records and passed to payroll before the monthly cut off.

General

1. Undertake specific ad hoc tasks and projects when required, as directed by the People & Benefits Coordinator.
2. Provide ad hoc administrative support to the Pensions Officer and Payroll Manager as required.
3. Undertake any other administrative duties as directed.
4. Provide administrative support to the Pensions, Remuneration and Nominations Committees as required.
5. Provide lunchtime cover for the reception area when working in the office.
6. Any other duties commensurate with the role as required.

Key Collaborations

1. Members of the People & benefits team
2. PA Ministries
3. Heads of Departments and line managers
4. Payments Administrator

Working with committees and volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the People & Benefits Coordinator:

Expected Standards:

This section refers to the way in which the job is done rather than the duties/responsibilities.

The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:

1. Communicate effectively with colleagues and internal and external customers [C].
2. Act in ways that support a culture which promotes equality and values diversity [C].
3. Act in ways that protect own and others' health safety and security [C].
4. Deliver excellent customer service [C].
5. Take responsibility for own personal development and develop skills and knowledge to enable effective work performance [C].
6. Promote, monitor and maintain best practice in data protection principles and practice [E].
7. Ensure compliance with safeguarding practice [C].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs, and this job description will therefore be subject to periodic review and change if required.

Updated April 2026

Person Specification

Job Title: People & Benefits Administrator

REQUIREMENTS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	1. Educated to A level standard or equivalent	CIPD Level 3 or equivalent	CV
Experience	2. Admin experience within an office environment 3. Proficient in all aspects of office administration 4. Data protection 5. Working with databases	<ul style="list-style-type: none"> • recruitment administration • working in a Human Resources role • charity sector 	CV / Questionnaire Form / Interview/Test
Knowledge	6. HR systems, functions and best practice	<ul style="list-style-type: none"> • basic knowledge of employment law 	CV / Questionnaire Form / Interview/Test
Skills and Abilities	7. MS Office, particularly Outlook and Word, Excel, PowerPoint (intermediate level) 8. Able to work as an effective team member 9. Good communication and inter-personal skills 10. Numeracy 11. Accuracy and attention to detail 12. Highly organised 13. Multi-task and work to tight deadlines 14. Show initiative and prioritise own workload 15. Confidentiality, diplomacy and good listening skills		CV / Questionnaire Form / Interview/Test
Other	16. Willing to work within the Christian Ethos of the United Reformed Church		CV / Questionnaire Form / Interview