



People Assistant (inc. L&D) Recruitment Pack

Hours: 36 hours per week – Monday to Friday

Duration: Permanent

Salary: £27,000 Plus pension and benefits

Location: Homebased with occasional travel for meetings

Closing Date: 14th August 2026 at 8am

Interview Date: Ongoing





Introduction

Thank you for taking the time to download our recruitment pack. We hope this will give you all the information to be able to apply for the role.

Please ensure you read the requirements carefully so you can tailor your application accordingly to the person specification and job description.

Included in this pack:

- About CCT and CCT Benefits
- About the Role
- Person Specification
- Additional Information
- How to apply and Disability Confident Scheme
- Candidate Process
- Contact us/Other vacancies/AI Statement

About CCT

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 359 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.

CCT Benefits

- Civil Service Pension @ 28.97% Employer contribution
- Homeworking allowance
- Subscriptions to Professional Bodies
- Life Assurance
- 27.5 days holiday a year (plus bank holidays on top)
- Christmas Shutdown
- Birthday off
- Training & Development Interest Free Loans
- Continuing Professional Development Allowance of £200
- Employee Assistance Programme
- Eye Test Reimbursement of up to £30
- Enhanced sick pay after completion of probation
- Champing discount of 20%



About the Role

Overall job purpose

We are looking to appoint an enthusiastic and highly organised individual in a supporting role to the People 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 People 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:

People Administration

- Maintain accurate People records, in line with CCT's employee privacy policy and retention schedule.
- Produce correspondence associated with employee life cycle as directed by the People Officer and Head of People and Culture.
- Supporting and coordinating the onboarding process for new starters, including scheduling of inductions and assisting with People inductions.
- Coordinating probationary reviews and checking in with managers to ensure these are completed in a timely manner.
- Arrange meetings relating to employment relations casework, taking notes as required.
- Maintaining accurate staff reports.
- Draft and prepare People letters and contracts as required and directed by the People Officer.
- Produce correspondence associated with the employee life cycle, as directed by People Officer.



About the Role Cont.

- Provide proactive and timely first line response for all People queries.
- Update staffing reports with starters and leavers.
- Process leavers, ensuring correct processes are followed.
- Ongoing maintenance and development of HRIS, ensuring data is accurate.
- Monitor return to work meetings and ensure they are completed in a timely manner and also reviewed
- Keeping up to date and accurate records of absence and escalating to the People Officer when sickness absence is triggered.
- Monitoring the completion of return-to-work conversations daily and escalate concerns to the People Officer as required.
- Monitor absence and follow up with individuals (and managers) who have been absent to ensure self-certification forms / Fit Notes are received.
- Keeping track of staff DBS renewal dates and/or credit checks and re-issue when needed
- Attending webinars or seminars where relevant to keep up to date with changing legislation

HRIS

- Being the designated “super user” for the HRIS system and go to person for software queries
- Dealing with and responding to queries relating to the HRIS in a timely manner
- Ensuring accurate employee records are accurately maintained at all times
- Validating employee’s personal information through effective communication and integration of existing HRIS.
- Uploading staff file documents onto HRIS.
- Assisting with and occasionally taking the lead on any adhoc HRIS projects and ensuring HRIS is utilised to the best of its abilities.
- Attend relevant HRIS update meetings to share with the wider team

Recruitment

- Lead on staff recruitment activities including preparation of adverts and job descriptions and ensuring recruitment packs are up to date and relevant
- Ensure appropriate approval from SLT is documented on recruitment file for auditing purposes
- Advertising vacancies using relevant jobsites and work with managers to coordinate the shortlisting process.

About the Role Cont.

- Attend interviews, both in person and remotely when required.
- Coordinating feedback process with candidates pre and post interview.
- Collate and distribute candidate and manager packs for interviews and assessments in a timely manner when advertising the vacancy
- Coordinate the interview process supporting with scheduling and sending invitations.
- Prepare and issue offer packs.
- Coordinating the onboarding process.
- Coordinate and administer CCT's induction programme, ensuring new starters receive timely information and access mandatory training.
- Undertake candidate pre-employment checks including, right to work, DBS, credit checks and filing any other relevant documents as part of onboarding, ensuring compliance with regulatory requirements
- Ensure onboarding documents are fully completed and distributed to relevant folders/ department.
- Liaise with People Officer to confirm pre-employment checks in advance of start date

Learning and Development

- Work alongside Learning and Development Lead to schedule training including, hotel rooms, meetings rooms
- Supporting Learning and Development Lead with management of the training calendar
- Distribute and collate evaluation feedback following training
- Ensuring training records are kept up to date on People First
- Assign eLearning modules to relevant roles on iHasco as requested by L&D Lead
- Monitor receipt of training request forms and update L&D Lead

General Projects

- Undertake and contribute to other People and Culture and Training projects as and 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.

Person Specification

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.

Essential Criteria	Assessment
Experience of working within a Human Resources department.	A, I
Providing general People administrative support for the full employee life cycle, including onboarding administration.	A, I
Experience of HR systems and being part of a team to implement a new HR system.	A, I
Proven track record in supporting recruitment campaigns	A, I
Experience of supporting People meetings in a note taker capacity	A, I
Experience of supporting People projects and new People initiatives.	A, I
A good understanding of 'best practice' resourcing and recruitment methodologies.	A, I
Experience of project work.	A, I
Flexible with ability to work independently with minimal supervision.	A, I
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
Strong digital and technological skills.	I
Excellent written and oral communication skills with a professional approach to work, colleagues and external contacts.	A, I
Excellent interpersonal skills able to work with people in a supportive, sensitive and calm manner managing confidentiality.	I
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	A, I
Experience of working closely with Microsoft word, Excel, PowerPoint and other Microsoft Office software	I

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

Additional Information



Pre-employment credit check

For compliance purposes, any offer of employment for this position is subject to a pre-employment credit check. This is because this role involves working with our finance systems and confidential information.

Basic DBS clearance

We are committed to safer recruitment practices. Any offer of employment for our positions are subject to Basic DBS clearance.

Regular travel

This role involves occasional travel across the region and/or nationally. You will be expected to use public transport as far as possible.

Lone working

This role involves regular/occasional 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.

Additional Information

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)



How to Apply

How to apply

If you would like to apply for this role, please click [here](#) 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.

The closing date for receipt of applications is 9am on **14th August**.

Please note: We will be conducting online interviews throughout this period and we reserve the right to close the role earlier if someone is found before the closing date.

Disability Confident Scheme

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@thecct.org.uk



Candidate Process

Apply for chosen role using the recruitment portal. Ensure to include a CV and a supporting statement.



You will receive an email either confirming we have received your application or that you are missing documents that need to be submitted in order for your application to be considered.



Once the role has closed, you will receive an email over the next coming days either inviting you to interview or confirming you have been unsuccessful.



If you are invited to interview, you will receive an email with the details as to the location, time and date, which you will need to confirm via the Recruitment Portal



You will also be sent an email from Thomas International inviting you to complete Psychometric Testing. You will need to complete this at least 2 days ahead of the interview.



Once the interview is complete and the panel have made their decision, you will receive feedback and a decision.



Contact Us

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

If you would like to speak to someone in recruitment about the Disability Confident Scheme or any other information about CCT or the process or provide feedback, please contact recruitment@thecct.org.uk

Other vacancies

Thank you for your interest in this role, if you feel you could be interested in any of our other roles, please visit our website to find all of our open vacancies: [Vacancies - Churches Conservation Trust](#)

AI Statement

Please note: The use of Artificial Intelligence (AI) tools or automated systems to prepare application materials or responses is not recommended. We value authentic, personally crafted applications that reflect your individual experience and skills.