



woodlands  
church family

## HR Administrator (maternity leave cover): Woodlands Church Family

The Woodlands Church Family (WCF) is a vibrant, growing family of churches with six sites located across the city of Bristol and a vision to plant more. We are looking to appoint an HR Administrator on a fixed term contract basis to cover maternity leave.

Are you someone who is well organised, can work flexibly using your own initiative and thrives in an administrative setting? If so, we would love to hear from you.

### The Role

To provide administrative assistance to the HR Lead for Woodlands Church Family and assist with the day-to-day administration of the department.

When undertaking this role there may be times when you come across confidential information, therefore it is imperative that you are highly discreet and maintain confidentiality.

### Key areas of work include:

- **HR Administration** - Provide administration support to the HR Lead and assist with the day-to-day administration of the department.
- **Staffing development, training and performance review** - Provide administration support for the performance review process and tracking of staff training records.
- **Culture and wellbeing** - Assist in organising staff termly and annual meetings.
- **Staff recruitment, onboarding and offboarding** – Provide administration support across these key areas.
- **Record keeping** - Set up and maintain BreatheHR (BHR) profiles and personnel records for all staff using BHR, Churchsuite and Teams.
- **Visas** - Carry out right to work checks for sponsored workers and recording of information.
- **DBS Administration** - Act as Woodlands Church Family Lead recruiter for DBS.

**Requirements:** This role requires a commitment to be a follower of Jesus and either a member of the Woodlands Church Family or another local church.

### Experience and knowledge

Essential

Experience of

- Working as an administrator.

- Respecting and maintaining confidentiality; ability to work with and process confidential information and tasks appropriately.
- Anticipating the needs and priorities of a department workload.

Desirable

Experience of

- Providing administrative support in an HR setting.
- Identifying improvements to ways of working to support the efficient running of the department.

### **Skills and Abilities**

Essential

- Excellent IT skills, particularly with Office 365: Word/Excel etc
- Excellent communication skills. Both written and verbal skills and ability to engage confidently both internally and externally.
- Ability to prioritise the workload and sign post any work requiring vital attention. Well organised.
- The ability to work flexibly using your own initiative.

Desirable

- Good working knowledge of Microsoft Teams.
- Working knowledge of HR platforms, such as Breathe HR.

### **Occupational Requirement**

As a group of churches our vision is to continually reproduce the life of Jesus. We therefore seek to create a culture and environment in our churches where every team member and volunteer is able to encourage and challenge one another and the many people who pass through the doors each day, to pursue that vision.

The role is based at Woodlands Church in Clifton, Bristol. As a member of the staff team, you will be joining a faith community that meets to worship and pray together every week and we share prayer and worship moments throughout the day. Around the building, you'll often come across teams or individuals praying over their work and really speaking the language of faith.

Therefore, the role has an occupational requirement that the post holder be a follower of Jesus and a worshipping member of either Woodlands Church Family or another local church to ensure protection of our strong Christian ethos and values, and our charitable objective of advancing the Christian faith. We also want to ensure all team members thrive and flourish in this environment.

### **Benefits**

In-house training

Team events

Health and wellbeing programme

## Terms

This is a part time, fixed term contract to cover maternity leave for a 6-to-12-month period. The part time hours are 15 hours/2days per week with one day office-based working from Woodlands Church in Clifton. Working pattern for these hours to be negotiated.

The salary for this role is £23,550 – £24,500 pro rata, depending on experience. The annual holiday entitlement is 25 days pro rata plus 8 days bank holiday pro rata.

The role will be based at Woodlands Church in Clifton, Bristol.

The detailed terms and conditions will be contained in the post-holders Contract of Employment and the staff handbook.

There will be a three-month probationary period with a review point after six weeks. An appraisal will take place to confirm completion of the probationary period.

The post is subject to satisfactory references.

We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. Therefore, please only apply if you are eligible to work in the UK as we will have to verify this before you can start work.

## How to apply

The closing date for applications is midnight on Thursday 25<sup>th</sup> April 2024. However, this vacancy will close once we have sufficient applications.

Please contact Julia Shrimpton ([julia.shrimpton@woodlandschurch.net](mailto:julia.shrimpton@woodlandschurch.net)) if you have any questions about the role.

If shortlisted, interviews will take place at Woodlands Church week commencing 29<sup>th</sup> April 2024.

For an application form please contact Kristina Crabtree, HR Administration at [kristina.crabtree@woodlandschurch.net](mailto:kristina.crabtree@woodlandschurch.net)

Please send your completed application to our HR lead [julia.shrimpton@woodlandschurch.net](mailto:julia.shrimpton@woodlandschurch.net) copying [kristina.crabtree@woodlandschurch.net](mailto:kristina.crabtree@woodlandschurch.net)