

## HR Administrator (maternity leave cover)

Role Description: To provide administrative support to the areas of work set out; working closely with the HR and People Lead.

### Specifically:

<b>Area of Work</b>	<b>Main tasks and responsibilities</b>
<b>HR Administration</b>	<p>Provide administrative support to the HR Lead and assist with the day-to-day admin support of the department to include:</p> <ul style="list-style-type: none"> <li>a. Creating and managing work groups on ChurchSuite and Office365 for staff, team e-communication and collaboration.</li> <li>b. The drafting of letters, documents, policies and process documents and assisting with any subsequent updates.</li> <li>c. Responding to queries and following up any outcome</li> </ul>
<b>Staffing development, training and performance review</b>	<p>Provide administrative support for the performance review process and tracking of staff training records to include:</p> <ul style="list-style-type: none"> <li>a. Assist in the booking, recording, and tracking of induction and personal training records for all staff on BHR, Churchsuite and Teams.</li> <li>b. Book the relevant Safeguarding training required for new and existing staff and volunteers and record and track on BHR, Churchsuite and Teams. Maintain the key dates and associated tags on Churchsuite for future training dates required.</li> <li>c. Assist with administration of annual/mid-year reviews and ensure review documentation is uploaded to BHR for all staff.</li> <li>d. Ensuring BHR profiles are up to date for all staff.</li> </ul>
<b>Culture and wellbeing</b>	<ul style="list-style-type: none"> <li>a. Assist in organising termly and annual meetings, offsite for July, September and December and team building meetings/events in the year.</li> </ul>
<b>Staff recruitment and onboarding</b>	<p>Recruitment administration to include:</p> <ul style="list-style-type: none"> <li>a. The drafting and updating of recruitment documents and letters. Respond to applicants, shortlisted candidates and pending new starters as requested.</li> <li>b. Sending out conditional and unconditional offers and associated contracts, occupational health questionnaires, payroll forms and associated information.</li> </ul>

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	<ul style="list-style-type: none"> <li>c. Write off for references and let the HR Lead and line management know when these are received.</li> <li>d. Carry out right to work checks.</li> <li>e. Ensure the filing of all recruitment letters and associated documentation for new starters is uploaded BHR.</li> </ul> <p>Onboarding administration to include:</p> <ul style="list-style-type: none"> <li>f. Assisting with onboarding admin of new staff.</li> <li>g. Liaise with the HR Lead, Line Manager and new staff member on the Woodlands Church Family Welcome and Induction Program.</li> <li>h. Allocate onboarding tasks on BHR and track progress throughout the probationary period.</li> <li>i. Recording and tracking of staff induction and training records on BHR, Churchsuite and Teams.</li> <li>j. Ensure all documents are filed and personnel records are up to date.</li> </ul>
<b>Staff cessation and offboarding</b>	<p>Cessation and offboarding administration to include:</p> <ul style="list-style-type: none"> <li>a. Updating staff status from current to leaver on BHR with confirmed end date and setting up the offboarding process.</li> <li>b. Liaising with the HR Lead, Line Manager and leaver on finishing well tasks and admin.</li> <li>c. Initiating and tracking offboarding tasks from point of resignation to completion and uploading the signed off offboarding form to BHR.</li> <li>d. Ensure all cessation and offboarding documents are filed and personnel records are updated.</li> </ul>
<b>Payroll admin</b>	<ul style="list-style-type: none"> <li>a. Ensure payroll proformas are in place monthly in time for the monthly payroll for any staffing transitions within that month.</li> </ul>
<b>Record keeping</b>	<p>Set up and maintain BreatheHR (BHR) profiles and personnel records for all staff using BHR, Churchsuite and Teams to include:</p> <ul style="list-style-type: none"> <li>a. Creating new profiles and inputting/maintaining accurate data across all the modules to include:</li> <li>b. Filing of all personnel documents online.</li> <li>c. Assist in the recording and tracking of staff induction and training via the use of BHR, Churchsuite and Teams.</li> </ul>
<b>Visas / Right to work record checks</b>	<ul style="list-style-type: none"> <li>a. Carry out the checking of passports and entry records for sponsored workers and recording information and uploading documents to BHR.</li> </ul>
<b>DBS Administration</b>	<p>Act as Woodlands Church Family Lead recruiter for DBS to include:</p>

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	<ol style="list-style-type: none"><li>a. Processing all DBS applications for team and volunteers across Woodlands Church Family via thirtyoneeight.</li><li>b. Recording all DBS checks on Churchsuite and keep records up to date.</li><li>c. Responding to contract vetting forms when requests come in.</li><li>d. Liaising with recruiters across Woodlands Church Family on DBS checks and related queries.</li><li>e. Ensuring good practice for processing DBS applications and document the process.</li><li>f. Working with the Assistant DBS Co-ordinator to ensure there is always one person contactable for DBS processing and queries.</li><li>g. Carrying out and record update service checks.</li></ol>
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**Reporting:** Line Managed by Julia Shrimpton, HR Lead for Woodlands Church Family.

**Last updated:** March 2024

**Requirements:** This role requires a commitment to the Woodlands Church Family team.