

Support Services and People Administrator



Job description and
person specification

Welcome

Do you have a gift for planning, organising, and coordinating different administrative activities? Do you thrive by supporting and making things happen for other people?

We are looking for someone who is service-oriented, multi-tasker, attentive to detail and able to communicate clearly and effectively. The role will require you to interact with different stakeholders with varying priorities and expectations.

The successful candidate will provide administrative support across two teams, the Parish Support Team – serving as the first point of contact for enquiries and signposting our parishes to resources that addresses their needs. Secondly, provide HR administrative services, working with other members of the HR Team to create an excellent employee experience and engagement enabling all our people to flourish and grow as we Make Jesus Known daily through our different roles.

Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now. We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Climate action; Financing the Future Sustainably. As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with the Diocese of Salisbury

The role is offered as a Fixed Term Contract for 2 Years, with a working pattern of 35 hours per week. We are pleased to offer this role as a job share between two employees or alternatively as two distinct part time roles (0.5 FTE Support Services Administrator and 0.5 FTE People Administrator). We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Line manager: Head of Parish Services

Hours: 35

Duration: Fixed Term

Salary: Up to £27,500 (Grade 5E)

Team: Parish Support

Job description

To provide effective administrative resource within the Parish Services and the HR team's and engage multiple stakeholder groups; supporting and signposting colleagues and external stakeholders to resources, tools and information enabling them to achieve their goals.

Coordinate and act as first point of contact for Parish Services and HR administration

Provide first point of contact for day-to-day Parish Services and HR administration, responding to and either resolving or coordinating the resolution of general enquiries via email, post or telephone, managing group mailboxes.

Daily administration includes being responsible for the coordination of DBF incoming and outgoing post and ordering of stationery and other office supplies.

Provide diary and event management support to Parish Services and HR.

Administer and maintain accurate Parish Services and HR records using the Information Management Systems

Track the expiration of contracts, documents/policies due for renewal, completion timelines for mandatory training, and other time-bound collection of data and correspondences to ensure the records are updated and/or completed when due, including the annual coordination of CofE statistics and PIF process.

Carry out periodic reviews of all records and ensure compliance with the relevant retention and disposal policy and guidelines.

Support the execution of the DBF's Recruitment, Selection, Onboarding & Induction Process

Provide administrative support in line with the relevant policies and procedures and coordinate with other departments like Communications and IT to ensure a seamless onboarding experience for new starters.

Coordinate the onboarding and induction timetable and activities for new starters in a way that reinforces the DBF's commitment to exceptional employee experience.

Coordinate the employee wellbeing programme and Health & Safety of the DBF

Administer the DBF's employee wellbeing initiative and interventions /benefits in partnership with the relevant stakeholders and wellbeing service providers.

Liaise with the Health and Safety Representatives of Emmaus House and other facilities where the DBF employees work and ensure that all relevant health and safety measures are in place from induction onwards.

Person Specification



Qualifications & Training required

- Good standard of literacy and education (at least A level or equivalent)

Desirable:

- Graduate degree in in any social science related discipline.
- CIPD Qualification Level 3 or above
- Business administration training or certification.

Experience required

-Experience using HR Information Systems or relevant data or customer relationship systems.

- At least 2 years of demonstrable level of experience providing operational support with complex and structured processes in an outward-facing (customer) service role.

- Good grasp of Microsoft applications, Teams, and the use of SharePoint

Competencies

- Excellent written and verbal communication skills.

- Curiosity and willingness to learn and work with new technologies and programmes as necessary.

- Excellent time management, planning and organisational skills, with ability to prioritise and deliver to deadlines.

Behavioural Requirements

- Calm, professional, and approachable.

- Discreet and able to maintain confidentiality.

- A high level of accuracy and attention to detail including when working on systems and databases, report writing.

For full job description and person specification see [here](#).

Completing an application form

As part of your application please submit the following:

Part 1 Complete an [Application Form](#).

Part 2 One-page letter not more than 500 words, telling us about yourself, your motivation for applying for the role and you can include, the values and experience you will be bringing to the role.

Part 3 A current CV


Closing date: Sunday 17 March

Shortlisting/Interviews: Monday 18 March

Please return applications with supporting documentation by email to

hadmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hadmin@salisbury.anglican.org



To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded [here](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found here. [Safeguarding principles | The Church of England](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, Diocese of Salisbury please feel free to peruse our website [The Diocese of Salisbury \(anglican.org\)](http://TheDioceseofSalisbury(anglican.org)). You can also find out more about the team you will be working with on the website as well.

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