

JOB DESCRIPTION : Human Resources Assistant

Employer: United Christian Broadcasters Limited

Reporting to: Head of Human Resources

Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent

Hours: 36.25 hours per week
Some flexibility may be required

Main Purpose of Job:

To be responsible for providing administrative assistance to the Human Resources Team, including updating personnel records, supporting with the administration of HR Policies and Procedures.

Position in Organisation:

Reports to: Head of HR

Working closely with Senior HR Advisor, Corporate Services Assistant, Finance Team and Company Secretary

Duties and Key Responsibilities:

- Provide a professional point of contact to all service users; both internally and externally, ensuring that work undertaken accurately reflects UCB's Christian values and ethos
- Provide staff holiday and absence reports for HR Team, including inputting return to work interviews on Simply Personnel & monitoring absence levels.
- Notifying staff of impending SSP
- Update sickness absence spreadsheet ready for the Senior HR advisor to input financial information
- Provide monthly absence report in preparation for salary checking
- Monitor the traffic light tasks on Simply Personnel
- Provide clerical assistance for the recruitment and selection process being prepared to be involved with interviews, as required
- Provide clerical support for the recruitment of volunteers and casual staff
- Assist in the recruitment of Prayerline volunteers
- Provide clerical assistance in relation to staff changes
- Assisting staff members with Simply Personnel queries or changes.
- Adding new holiday year to Simply Personnel
- Take responsibility for the preparation of New Starter Journey packs for new staff members
- Arrange and assist with new starter journey meetings.
- Monitor and where appropriate upgrade staff within the current healthcare scheme
- Assist HR Team with the monitoring of expiration dates for Freelance Contracts and Fixed Term Contracts, notifying the Senior HR Advisor
- Monitor the suggestion boxes and suggestions@ucb.co.uk
- Monitor and respond to all enquiries that come in to HR@ucb.co.uk. Where necessary pass on to Senior HR Advisor for advice
- Monitoring and ordering office stationery
- Ensuring the HR Standard Operating Procedures are kept up to date
- Maintain all records in accordance with the Data Protection Act respecting the confidential nature of the work in HR

- ❑ Assisting with the collation of documents prior to Trustees' meetings
- ❑ Undertake general office duties including filing and photocopying
- ❑ Assisting with archiving
- ❑ To undertake training as required
- ❑ To gather testimonies from UCB's readers, listeners and viewers, reporting on the positive impact and public benefit the Charity provides and forwarding them onto the appropriate testimony champions
- ❑ To support all of UCB's fundraising activities and events; whether in prayer and/or directly in participation, ensuring sufficient resources are available in order to maximise success

Qualifications, Knowledge, Experience and Skills:

- ❑ CIPD qualified or the willingness to train.
- ❑ Strong administration and organisational skills with the ability to prioritise a busy workload
- ❑ The ability to work accurately, with attention to detail
- ❑ Strong communication skills both written and verbal with effective interpersonal and customer skills with a collaborative approach to working
- ❑ Must be computer literate working confidently with Microsoft Office Suite
- ❑ An inquisitive, open-minded willing to learn and seek new ways of delivering a good customer service
- ❑ GCSE English and Maths Grade A-C

Person Specification:

- ❑ The commitment to participate in daily prayer time in order to promote team unity
 - ❑ Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
 - ❑ Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
 - ❑ To develop ways of introducing UCBs story in a manner that is relevant and engaging
 - ❑ To gather testimonies from UCB's readers, listeners and viewers, reporting on the positive impact and public benefit the Charity provides and forwarding them onto the appropriate testimony champions
 - ❑ To support all of UCBs fundraising activities and events; whether in prayer and/or directly in participation, ensuring sufficient resources are available in order to maximise success
 - ❑ High level of confidentiality
 - ❑ Must enjoy working with people and be able to demonstrate tact and diplomacy while retaining objectivity
 - ❑ Must be flexible with a positive can do attitude
 - ❑ Resilient with an optimistic outlook
 - ❑ The ability to work as part of a team

Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required

Dated: January 2025

This Job Description does not form part of your Contract of Employment