

JOB DESCRIPTION: Corporate Services Assistant

Employer: United Christian Broadcasters Limited

Reporting to: Head of Human Resources

Location: United Christian Broadcasters Limited, Operations Centre, Stoke-on-Trent
United Christian Broadcasters Limited, Broadcast 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 across the Corporate Services Department.

Position in Organisation:

Reports to: Head of HR

Working closely with Senior HR Advisor, HR Assistant, Finance Team, Health & Safety Advisor 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
- Conduct regular DSE checks, to ensure statutory compliance
- Update PEEPs for staff and prepare for any guests as necessary
- Update and monitor UCBs driver's list
- Assist the Head of HR and Senior HR Advisor in the preparation and monitoring of risk assessments in relation to pregnancy, lone working and other people related risks recording them on the H & S system
- Monitor First Aiders training; monitor and replenish first aid boxes
- Support the Senior HR Advisor in arranging and contributing to First Aid/Wellbeing meetings
- Assist with staff holiday and absence reports for HR Team, including inputting return to work interviews on SP, notifying staff of impending SSP
- Update sickness absence spreadsheet
- Assist with the monthly absence report in preparation for salary checking
- Monitor the traffic light tasks on SP notifying the HR Assistant if any are in the red zone
- Provide clerical assistance for the recruitment and selection process
- Provide clerical support for the recruitment of volunteers and casual staff
- Provide clerical assistance in relation to staff changes
- Assist HR Team with the preparation of New Starter Journey packs for new staff members
- Assist with the monitoring and where appropriate upgrading of 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
- Assist with the monitoring of suggestion boxes and suggestions@ email address
- Deputise for the HR Assistant especially in monitoring enquiries that come into HR@ucb.

- ❑ Ensuring the HR Standard Operating Procedures are kept up to date
- ❑ Updating staff personnel files and data on the HR Management System
- ❑ Assisting with the collation of documents prior to Trustees' meetings
- ❑ Collating and providing information for the Weekly Round-up
- ❑ Gather staff bios from new starters for the Weekly Round-up
- ❑ Supporting the Company Secretary with GDPR administration.
- ❑ Assisting the Finance Team one day each week with general administration
- ❑ Filing and photocopying
- ❑ Assisting with archiving
- ❑ Maintain all records in accordance with the Data Protection Regulations respecting the confidential nature of the work
- ❑ Be alert to testimonies or impact stories from UCB readers, listeners and supporters, forwarding them to the Testimony Champions
- ❑ Support all of UCB's fundraising activities and events - whether in prayer and/or directly in participation

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-mind 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 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