



Post	People and Culture Administrator
Responsible to	People and Culture Manager
Team	People and Culture
Group	People and Learning
Proposed grade	D
Contract	Permanent
Hours	Part-time (28 hours a week)
Workplace	Hybrid, forty percent office based

The organisation you'll be joining

Jesus spent much of his time with people at the edges, and that's where we want to be too. Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Welcome to Church Mission Society, where we are passionate about God's mission and fired up to see more and more people become followers of Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, CMS people are called by God to help bring change, hope and freedom, wherever they go.

Today CMS supports 150 mission partners and local partners who are working in more than 40 countries, where they are dedicated to serving local communities and transforming lives through the love of Jesus. From women's empowerment, micro farming initiatives and leadership training, to drug rehabilitation, theological training and pioneering in the arts, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

Recently we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. If you join CMS today you will find an organisation that has been reinvigorated with a fresh vision to join with our global family to make disciples of Jesus among people at the edges, both in the UK and around the world.



Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

We long to see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

The purpose of the role is to provide vital administrative support to the People and Culture team relating to HR (which includes recruitment, onboarding, contractual administration). This entails operating important HR processes that support recruitment, contracts, inductions (onboarding) and ongoing contractual matters. By so doing, contribute to the development and maintenance of a climate of collaborative relationships between staff at all levels, and the attraction, retention, and development of employees and cross team working to fulfil CMS' mission.

Your relationships

The role is responsible to the Head of People and Culture with whom the People and Culture Administrator will work to ensure effective liaison across the People and Learning group. Work closely with IT regarding the HR system, so that systems and processes are effectively managed and the appropriate technology is used to accelerate progress. When working on Reception the role liaises with the CMS House Supervisor.

Your responsibilities

1. Recruitment (45% average on an annual basis) - support the recruitment of UK employees, including:

- Updating and helping to create job descriptions, person specifications, terms of appointment and related papers
- Assist with the internal grading process and take notes in grading meetings
- Implement the advertising of vacancies both internally and externally
- Be the first point of contact in responding to all enquiries about vacancies, communicating and/or sending out appropriate information, including application packs



- Arranging interviews and administering tests, right to work visa and passport clearance
- Make arrangements and schedule meetings for the interview panel
- Creating and maintaining recruitment papers/electronic files
- Candidate management
- Taking up references (including consideration of the Misconduct Disclosure Scheme) and completing DBS checks, ensuring candidates conform to the CMS Safeguarding Policy.
- Keep in touch with successful candidate and align first day with line manager
- Prepare statistics of recruitment activities
- From time to time, in coordination with the Head of People and Culture, being involved in refining systems within the recruitment process.

2. HR System (25% average on an annual basis)

Administration:

- Keeping accurate records of all UK employee salaries, including increment dates and changes in grade or hours (and working patterns).
- Updating the HR System each month of all changes, including appointment and termination of staff, annual increment, changes in terms and conditions, temporary changes and payment to hourly paid employees.
- Working with the head of ICT to bring about improvements in the HR system

Files and Record Keeping:

- Maintaining and manage employee records both hard-copy and e-files.
- Administering the CMS Sick/injury absence procedures, issuing absence and self-certification forms for UK employees
- Maintaining and updating the general filing systems; paper and electronic files
- Providing statistical information / reports as required, including reports from the HR system

3. Appointments, Contracts and Induction (15% on average per year)

- Drafting contracts of employment for new employees (UK), including fixed-term appointments
- Sending out contracts with all related papers
- Liaising with and notifying appropriate teams/ people of new UK employees and clearances
- Set-up induction meetings for the first week of a new starter
- Coordinating the induction process with line managers and team administrators

4. Safeguarding (2%)

- Completing DBS checks and references of UK contracted staff (including consultants and volunteers, as needed) using an online provider and ensuring



candidates conform to the CMS Safeguarding Policy. Monitor and follow-up as required.

5. Learning & Development (3%)

- Assist the Mission Learning and Inclusion Manager with the arrangement of Diversity and Inclusion meetings and events from time to time.
- Organise the coordination of some Team Away days and joint People and Learning Group activities (such as lunches).
- From time to time, coordinate training session feedback
- Monitor the appraisal processes for UK staff and keep the tracker up to date.

Other duties (5%)

- Ensuring invoices and payment are prepared and processed for approval, using FocalPoint, allocating to appropriate budget
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- Facilitation for the Group's regular meetings, including the Monday Gathering rota, People and Learning Group weekly prayers and Group lunch
- Carrying out any additional duties commensurate with the role as required by your line manager.
- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).

Reception Cover 5%

- Provide front of house reception cover, for holidays and emergencies.
- When at reception, the post holder is responsible for ensuring an effective and efficient reception service for both internal and external users (both CMS staff and tenants of CMS House).
- Cover includes: up to 7 days of 5 hours per day (8am to 1pm) when the CMS House Supervisor is on annual leave/otherwise absent
- Up to 7 hours per month when the Conferencing Assistant is on annual leave/otherwise absent



PERSON SPECIFICATION

People and Culture Administrator

	Essential	Desirable
Qualifications	• A good level of education to at least A level standard, with a minimum of two years relevant experience	• Certificate in HR • Working towards CIPD certification
Experience	• Proven previous administrative experience • Experience of maintaining an integrated database	• Experience in the charity sector • Experience of working within the HR function • Recruitment experience
Skills /Abilities	• Good human relations skills with a wide range of people • Sensitive to the needs of people • Good oral and written communication skills • Good planning, scheduling and time management skills • Drafts correspondence well • Note and Minute taking • Takes responsibility and can work independently • Strong IT (PC) and MS Office skills	• Able to use MS Excel and a personnel database • Project management experience •
Knowledge/ Understanding	• Knowledge of efficient administrative procedures • GDPR understanding •	• Knowledge of, and interest in mission work • A broad knowledge and understanding of the overall HR context
Disposition	• Confident and warm approach to people • Self-starter and self-motivated	•



	• Handles confidential information well • Performs well under pressure with accuracy, efficiency and reliability • Solution oriented and likes change • Able to work well within a team • Interested, supportive and cheerful approach • Adaptable	
Other	• In sympathy with the aims and values of CMS	



Terms and conditions

People and Culture Administrator

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade D of the CMS salary scales; Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to sixty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.