

## HR Assistant

<b>Job Title:</b>	<b>HR Assistant</b>
<b>Reports to:</b>	Exec Pastor (Operations and Management Support)
<b>Hours:</b>	25 hours a week (working arrangements to be agreed)
<b>Salary:</b>	£18,028 per annum (Full Time Equivalent £28,846 per annum)  This role also includes the opportunity to gain a CIPD qualification, with funding and study support provided, if desired.
<b>Location:</b>	KingsGate Community Church, Peterborough (some hybrid working may be considered)

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### Role Overview:

The HR Assistant will provide administrative support to the Exec Pastor (Operations and Management Support) in ensuring the delivery of a professional Human Resources service across all KingsGate Community Church Campuses and KingsGate Trading Limited, that complies with company policies and statutory obligations.

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### Key Responsibilities:

- **Human Resources Service:** Administrate the Human Resources service, ensuring compliance with relevant legislation and the organisation's agreed policies and procedures.
- **Policy Development:** Assist with development and maintenance of policies and procedures that reflect best practice and current employment legislation.
- **Employee Records Management:** Ensure that all employee records are effectively maintained in accordance with data protection requirements.
- **Recruitment and Selection:** Provide administrative support for the recruitment, selection and onboarding processes of all new employees in conjunction with the Exec Pastor (Operations and Management Support), to ensure that safer recruitment practices are followed in support of our commitment to safeguarding.
- **Performance Appraisal:** Administrate the performance appraisal process, ensuring all timescales are met.
- **Guidance and Support:** Provide HR advice to staff in relation to the application of HR policies, when appropriate.
- **Staff Volunteers:** Administrate the recruitment and onboarding of staff volunteers, ensuring they are supported and valued.

- **Payroll Management:** Work with the finance assistant to ensure monthly payroll changes are documented, information is collated, updated, and communicated as necessary.
- **Exit Interviews:** Carry out exit interviews and report findings to the Exec Pastor (Operations and Management Support).
- **Additional Tasks:** Undertake any other duties, as required, commensurate with the role.

## 6. General

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.
- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking appropriate safeguarding training and ensuring any incident is reported immediately.
- Ensure Safeguarding policy and procedures are applied within the Human Resources department, ensuring all staff and volunteers have received appropriate level safeguarding training and if carrying out regulated activities have a current DBS.
- Ensure appropriate processes are in place to identify, assess and manage potential risks involved in work activities and processes within in the Human Resources Department
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.
- Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
- Make sure that health and safety requirements are met in the Human Resources Department.
- Respect the vision and values of KingsGate.

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## Key Skills and Competencies:

- **Organisational Skills:** Exceptional ability to prioritise, multitask, and manage time effectively.

- **Communication:** Strong verbal and written communication skills; ability to draft high-quality correspondence and reports.
- **Listening:** Excellent active listening, negotiation, and presentation skills
- **Attention to Detail:** Accuracy and thoroughness in all tasks, especially when managing sensitive information.
- **Discretion and Integrity:** Uphold confidentiality and handle sensitive information with the utmost integrity.
- **Problem-Solving:** Proactive and resourceful in addressing challenges and finding solutions.
- **Technological Proficiency:** Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other tools like Zoom or project management software.
- **Interpersonal skills:** Strong interpersonal skills with the ability to build relationships with a diverse range of people.

#### **Person Specification:**

- Experience of working in an administrative role.
- Experience of working in a Human Resources role.
- 3 A levels, or equivalent
- Educated to degree level, preferably in Human Resources, Business Administration, or a related field. (desirable not essential)
- Aspiration to develop by pursuing a CIPD qualification (desirable but not essential)

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#### **How to Apply:**

Interested candidates should complete the application form and send to [hradministrator@kingsgate.church](mailto:hradministrator@kingsgate.church) by **Wednesday 9 April 2025**.