



HR and Administration Officer Job Pack

Thank you for your interest in the role of Human Resources and Administration Officer at Church Urban Fund (CUF).

Church Urban Fund has a proud history of being good news within our low-income communities across England. We partner with churches, different faith communities and schools through our family of charities - Near Neighbours, CUF and Just Finance Foundation - and aim to learn from and journey with the communities that we serve. Our core mission is shaped by the drive to alleviate poverty in all its forms, by developing partnerships and programmes of hope, love and dignity.

We are inspired by Jesus' ministry to be with and alongside and serve the most marginalised and vulnerable in society, and follow his command to Peter and the wider Christian community 'tend or feed my sheep'. We are a relatively small charity, where everyone plays a significant part in shaping our culture and serving the wider community, together.

We are seeking an experienced, energetic and enthusiastic Head of Fundraising and Communications to lead the team tasked with securing the funding to deliver and communicate our mission and to enable us to follow Jesus in serving people and communities.

If you feel that this role could be for you, we would love to hear from you.

A handwritten signature in black ink that reads "Rob" with a small cross symbol to the left.

Bishop Rob Wickham
Group Chief Executive



About Us

At CUF, our mission is to tackle complex challenges like poverty and exclusion across England by mobilising people, churches, and whole communities to make a positive difference.

Through programmes like Growing Good, Places of Welcome and Positive Pathways, we aim to transform the lives of those in poverty and strengthen communities by reducing loneliness, increasing self-confidence and building stronger communities.

The CUF family currently consists of:

**TOGETHER
NETWORK** 

A network of charities, founded and convened by CUF, that promotes collaborative, local social action through network building, strengthening of relationships and the development and delivery of programmes to tackle social issues including food poverty, loneliness and homelessness. The Together Network currently has 15 core partners, and we are seeking to grow the network.

**NEAR
NEIGHBOURS** 

The focus of Near Neighbours is on building bridges between people of different faith groups, cultures and backgrounds. By encouraging people to get to know each other and work together, relationships of trust – which transcend difference – are built and neighbours are empowered to improve their communities together.

**JUST
FINANCE
FOUNDATION** 

The work of the Just Finance Foundation is to promote a fairer financial system that equips people to manage their money better.

A key focus is on helping primary-aged children develop a positive relationship with money and embed habits, learning and behaviours that build financial resilience into adulthood.

(Near Neighbours and Just Finance Foundation are subsidiaries of CUF)

Our vision

A future where everyone in England can access a community of support when they need it most.

Our mission

To tackle complex challenges like poverty and exclusion across England by mobilising people, churches, and whole communities to make a positive difference.

Our local approach

We understand that local people know their communities best, so we make sure local skills and knowledge are amplified and valued in everything we do. We work with and invest in local people, churches and community groups to tackle urgent issues, provide life-changing support and raise money.

Our Christian values

As a Christian organisation, we are motivated by a vision of the world as God intends it to be. We are passionate about building communities where material needs are met and everyone feels connected, valued, and loved.

Our work is guided by the following theological principles:

- We are drawn by the vision of a world as God intends it to be.
- We are driven by the biblical cry for righteousness, justice and peace.
- We are directed by Christ's example to prioritise those experiencing injustice, poverty and inequality.

Culture and values

CUF is an inclusive organisation with a diverse workforce. Our aspiration is to build a workforce that is truly representative of the communities we serve and diversity is an asset in helping us create an inclusive, welcoming environment for all.



HR and Administration Officer

About the role

CUF's work of empowering churches and community groups to support their local communities has a strong focus on people; people who live in our communities, people who serve through involvement in churches and community groups, and our own staff team who seek to support this work. This is an exciting opportunity for someone who has a passion for developing people and supporting them in the workplace to join us and help us achieve our vision.

We are seeking an HR and Administration Officer to join our team, working closely across our organisation and our Senior Leadership Team to provide HR support, embedding policy and excellent practice in a way that strengthens our culture and upholds our core values.

This is a varied role that will suit a HR generalist, providing support and advice on the full range of activities that form the employee life cycle. This includes recruitment and onboarding of new staff, ensuring our policies represent best practice and that they are embedded in the culture of CUF, liaising with payroll, maintenance of the staff handbook, promoting personal development, ensuring our online HR software is used to its full capability, ensuring our appraisal process is robust and a range of other HR tasks.

This role will be key in our ambition to promote a positive working environment with good wellbeing and personal development opportunities for our team.

This role will also include other administrative tasks and project work to support our Senior Leadership Team.

This role will report to the Deputy CEO.

Job Description

Location: Hybrid: Office base is in London with expectation for a minimum of one day per week in the office (The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR)

Contract: Permanent

Hours: 28 hours per week (0.8FTE, with working pattern to be discussed with the candidate)

Salary: £27,500 (34,375 FTE)

Annual Leave: 22 days + 3 CUF discretionary days + Bank Holidays per annum (pro rata).

Purpose of the role

The HR and Administration Officer will work closely with our Senior Leadership Team and staff across the organisation to provide HR support, improve our HR processes, embedding policy and excellent practice in a way that strengthens our culture and upholds our core values.

Key objectives of the role

This role will support our HR functions across the organisation. The HR and Administrative Officer will:

- Support the Senior Leadership Team in making decisions about Human Resources.
- Provide administrative support across the life cycle of employment at CUF.
- Liaise with our external HR consultants on various matters of HR practice.
- Maintain our HR policies and procedures, ensuring they represent current legislation and sector best practice.
- Ensure policies are accessible to staff and are embedded in the organisation.
- Promote a culture of personal development.
- Work with Senior Leadership Team on staff wellbeing.
- Oversee the administration of our appraisal process.
- Manage our online HR system, ensuring staff are trained and it is used to its full capability.
- Improve HR processes and practices across CUF.
- Support our Senior Leadership Team in other administrative and project work.



Principle responsibilities include:

Human Resources:

- Manage the recruitment and onboarding process of new staff, including the creation of job descriptions and managing the advertisement of roles.
- Manage the exit processes of staff.
- Manage the timetable and processes associated with staff appraisals, performance management and grievances/disciplinary communicating with managers and staff where appropriate.
- Manage the contract on a day to day basis with our external HR Support organisation.
- Interpret and advise on employment law in consultation with our external HR support organisation.
- Provide support with grievances and implementing disciplinary procedures where and when needed.
- Manage our current HR Software, Breathe HR. Making recommendations for improvement where necessary.
- Support for staff and managers in understanding annual leave allocations.
- Support the creation and implementation of a staff development programme including training and mentoring opportunities.
- Ensure and take responsibility for the accurate recording and maintenance of HR records, updating manager and employee guidelines, and coordinating the regular review and updates of HR policies and procedures.
- Maintenance of staff handbook, adding relevant policies to shared drive and communicate with staff regarding changes where necessary.
- Contribute to the ongoing assessment and improvement of our HR policies, systems and processes. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Liaise with the finance team on payroll changes in a timely manner.
- Ensure compliance with Employment Law, and keeping the Senior Leadership Team appraised on any alterations to employment law that affect the organisation.
- Provide management information reports relating to HR for example absence data, holiday entitlement, staff lists etc. Work on requests for information, ensuring timely and accurate responses are provided.
- Oversee cards and/or gifts for staff birthdays, sickness and leaving arrangements, and also any Christmas or Easter gifts and incentives.

Staff wellbeing and safety

- Nurture a positive working environment.
- Helping to foster a culture of staff excellence and personal development.
- Working with the Office Manager to ensure Health and Safety at Work compliance.
- Ensure our external health and wellbeing supplier <https://www.healthassured.co.uk> is the best possible option for our needs and clearly communicated to all staff.

- Carry out regular homeworking assessments and oversee the implementation of associated recommendations.
- Promote equality, diversity and inclusion as key part of the culture of the organisation.

Administration work

- To support the CEO, Deputy CEO and Senior Leadership Team in administrative tasks associated with special projects for the organisation.
- To assist the organisation with workload planning and resource management.
- To carry out other administrative tasks as required.

Essential skills, experience and characteristics

The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities:

- Experience of working in a HR role.
- It is desirable that the candidate has HR / CIPD qualifications.
- Excellent oral and written communication skills and ability to professionally represent Church Urban Fund
- Excellent planning, time management and organisational skills with ability to multi-task and organise others
- Experience of planning, co-ordinating and delivering on projects that improve organisational effectiveness and efficiency in the areas of responsibility
- Demonstrable ability to prioritise work, to work well under pressure and adaptable to changing workloads.
- High levels of accuracy and attention to detail and deadlines
- Someone with discretion given the sensitive nature of information
- A sound grasp of the charity sector
- A sound understanding of Employment Law and the necessary compliance as an employer
- Ability to liaise well with others and execute delegated tasks
- Good IT skills including competency in Microsoft Office packages
- A diplomatic approach and the confidence to provide support to high-profile organisational staff and board members
- Understanding of the work of the Church Urban Fund
- Sympathy with the vision, mission and Christian values of CUF



This job description is a statement of requirements at the time of writing, and it should not be seen as precluding future changes after appointment to this role.

How to apply

For an informal conversation about this role and for more information, please contact our Deputy CEO, The Rev'd Adam Edwards adam.edwards@cuf.org.uk

To apply, please send/email an up-to-date CV and covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to:

HR Manager, Church Urban Fund, The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR
Email: hr@cuf.org.uk

Closing date: Midday Thursday 18th April, with interviews Tuesday 9th May (in London)

Church Urban Fund is an equal opportunity employer and values diversity.

We believe in the power of relationships and community to change lives.