



We're looking for a

People Relations Assistant

People Relations Assistant (Fixed-Term)

Reporting to	People Relations Specialist
Responsible for	No line management responsibilities
Location	Office-based at Compassion House, Fleet, Hampshire.

About Compassion

At the heart of Compassion's ministry is a relentless passion to act on our faith and empower every child left vulnerable by poverty: a purpose embodied in the phrase "**Releasing children from poverty in Jesus' name**". Our work is **Christ centred, child focused**, and **church based**. You can read more about these principles and our history [on our website](#).

About the department

The People & Culture Team undertake a range of activities to support Compassion UK (CUK) by providing an excellent model of best practice and professionalism in meeting the resource and operational needs at individual and organisational level.

About the role

As the People Relations Assistant you will work collaboratively across the People & Culture team to support the effective running of recruitment campaigns and learning and development activities as well as supporting People & Culture services as necessary. By doing this well, you'll equip our team to release even more children from poverty in Jesus' name.

Responsibilities

Actively maintain and promote Compassion UK's Christian ethos and values

- Take personal responsibility to participate positively in the spiritual life of the organisation;
- Pursue your Christian faith and personal relationship with God through ongoing collective and individual spiritual development, prayer, and worship;
- Live and work in accordance with Compassion UK's [Statement of Faith](#), [Core Values](#), [Ethos Statement](#), and other policies including [our commitment to Child Protection](#).

Supporting Talent Acquisition

Work closely with the HR Business Partners to provide administration support for talent acquisition

activities, to include but not limited to:

- Preparing recruitment documents, scheduling interviews, organising recruitment timetables, logging application forms and managing the HR inbox;
- assisting in the interview process providing good effective internal and external relationships with candidates and other stakeholders.
- Organising onboarding and induction for successful candidates

Supporting People Development

Work closely with the HR Business Partners to provide administrative support to enable the delivery of the Learning and Development strategies, to include but not limited to:

- Managing the annual training calendar, effectively managing the booking and facilities arrangements for all learning activities;
- Coordinating the production of development materials for in-house and remote development activities;
- Ensuring all employee training records are maintained and kept up to date;
- Carrying out administrative processes relating to onboarding of new starters.

Supporting People Relations

Work closely with the People Relations Specialist to assist in the day to day operational function of the People & Culture Department, to include but not limited to:

- Managing the administrative processes relating to the childcare voucher scheme and other salary sacrifice schemes;
- Administering areas of CUKs corporate prayer strategy, including Inter-department prayers;
- Drafting correspondence in line with legislation including pay and reward, contracts and variations to contract, maternity, offer letters, etc. as needed;
- Assisting in the administrative processes relating to employee benefits as needed;
- Assisting in ensuring the HR Information system accurately reflects current employee conditions, request and details as needed;
- Assisting in administrative processes that support culture and engagement activities as needed
- Run reports from the HR Information system, finding and analysing figures as needed;

About you

To flourish in this role, you'll need:

People Relations Assistant

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- **Administrative experience.** You need experience of administration e.g. database management and record keeping, with the ability to maintain confidentiality.
- **Good customer service experience.** As first point to contact in the office for recruitment and reception, you'll need to be professional and well organised with good interpersonal skills.
- **Core office/administrative skills.** You must be fluent in English and competent in written and numerical work, with experience of basic office systems such as Microsoft Office and Zoom.
- **GCSEs in Maths and English or equivalent.**

It would help (but isn't essential) to have:

- Experience of HR administration e.g. recruitment campaigns and learning & development activities.
- Experience of HR Information systems

We need you to be:

- **Personally committed to the Christian faith.** There's an occupational requirement for the holder of this role to be a practising Christian, in order to promote Compassion's ethos and help others to experience, explore and express the faith-based motivation of our work. (You can read more about this in our [Policy on Posts to be Held by Christians.](#))
- **Deeply connected to Compassion's ministry to children.** You must feel a personal calling to reach out in Jesus' name to children suffering the injustice of poverty. You're eager to play your own part in achieving our mission. You must be committed to working in a way that promotes child protection, particularly by speaking out immediately if you have child protection concerns.
- **Aligned to Compassion UK's cultural attributes.** We strive to live and work in a way that is passionate, innovative, collaborative, effective, grace-filled, and joyful. We expect you to be able to live out these attributes and hold yourself accountable for growing in them.
- **A 'people person'.** This is a people-focused role in a people-focused ministry, so you'll need excellent interpersonal and social skills, with the ability to build strong, meaningful relationships with others.
- **Creative, innovative and flexible.** You must enjoy exploring change and be happy working in a fast-paced environment. We'll need you to grasp new initiatives quickly and with a positive approach, so that you're able to confidently train others.
- **An ability to extend kindness, consideration and respect in all circumstances.** You will be exercising compassion and grace toward self and co-workers to encourage an environment that benefits everyone and supports Compassion's Christian ethos and mission.
- **Highly organised with the ability to prioritise.** You will thrive on bringing order to multiple tasks, with grace and consideration.

Information for applicants

Salary	£21,750.00 (within the grade £21,750.00 - £26,600)
Hours of work	35 hours per week, Monday to Friday 9.00 – 17.00

Salary

Compassion UK operates a salary grading system, with increments based on performance.

Benefits

- Enhanced pension scheme. Non-contributory pension scheme (10% employer contribution);
- Enhanced holiday allowance. All employees will be entitled to 5 normal working weeks' annual leave a year* (pro rata), plus normal bank holidays (pro rata). It will be compulsory for up to 5 (or relevant pro rata) days of that entitlement to be held in reserve and taken during the 'Christmas Period' when Compassion UK close their offices, this is usually around 21 December to 1 January each year. (*Year = 1 January to 31 December).
- Hybrid working. For the majority of Compassion's office-based roles, hybrid working is offered as a benefit to employees, with a minimum expectation for a 40% office presence. There is a waiver application process in place for team members who feel unable to fulfil this 40% presence (taking into consideration medical reasons, financial impact, difficulty commuting, caring needs etc.). The hybrid working framework can be provided to candidates on request.
- Income Protection & Life group.
- Private health insurance (on completion of probation period).
- Dental insurance (on completion of probation period).

Probation / Review periods

- New staff: six-month probationary period with three-month review;
- Internal appointments: performance review at three and six months.

Compassion House

Compassion House is a modern, agile office with free parking. Staff have free use of an on-site gym and shower facilities. Free tea and coffee are provided.

Statement of faith

Compassion is a Christian organisation. All applicants for this role should be in full agreement with our Christian faith-based ethos, faith statements, and values, and be able to live and work in accordance with them. One area of the interview will therefore explore your active personal commitment to the Christian Faith.

Safeguarding

Compassion UK is committed to ensure everyone who comes into contact with us, or our work is protected from all forms of harm, abuse, neglect, and exploitation. As such, Compassion UK expects all staff to share this commitment and uphold the highest standards of safeguarding. All offers of employment will be subject to satisfactory references and appropriate screening checks, which will include Disclosure and Baring Service checks. Compassion UK also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we'll request from the job applicant's previous employer's information about any findings of sexual misconduct - such as sexual exploitation, sexual abuse and/or sexual harassment - during employment. We'll also request information of incidents under investigation when the applicant left employment. When someone submits a job application with us, they'll be confirming that they understand these recruitment procedures.

Applicants with disabilities

Applicants with disabilities will be welcomed. We are committed to making reasonable adjustments and addressing any individual support requirements for those successfully shortlisted for interview.