

VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.

JOB DESCRIPTION

JOB TITLE:	People and Culture Administrator
RESPONSIBLE TO:	Director of People and Culture
DEPARTMENT:	People and Culture
INTERNAL RELATIONSHIPS:	Department of People and Culture, Department for World Mission, Department for Communications and Fundraising (DECAF), Finance and Operations Department (FOPS), Intercultural Learning and Collaboration Department (ILC), Mission Personnel
EXTERNAL RELATIONSHIPS:	Travel agents, Global Connections and other mission organisations, medical companies, embassies/consulates.
LOCATION/TRAVEL TO:	<i>Hybrid: Remote / BMS Didcot</i>
JOB TYPE/HOURS:	Full time, permanent
GRADE:	Grade 6 – Senior Professional

JOB OVERVIEW

To provide organisational and administrative support to the Department of People and Culture to achieve its goal to equip, empower and support our people to bring their best, walk humbly and embrace change in order to achieve our strategy and organisational transformation. This includes supporting the Mission HR team in the running of mission programmes and supporting the HR team. Flexibility and a willingness to work across the department will be required.

ROLE AND RESPONSIBILITIES

1. ADMINISTRATION AND SUPPORT

- Assist the Director of People and Culture with daily administrative tasks, including scheduling meetings for P&C, managing calendars, collation of papers for meetings, and preparing reports
- Coordinate and assist P&C departmental events, meetings, and training sessions for the different P&C teams
- Proactively maintain and update the staff handbook and related resources, ensuring the ongoing accuracy and review of the Handbook, policies and guidelines
- Be responsible for P&C department's confidential data collection and knowledge management and provide support for reporting
- Be responsible for the creation and analysis of regular staff engagement surveys

- Maintain accurate and current records on Ciphre and ensure departmental folders and knowledge management practices, including archiving, is consistent
- Provide administrative support to HR including in relation to global roles
- Provide administrative support for departmental activities such as the arrangement of department away days and interdepartmental meetings

2. TRAVEL ADMINISTRATION

- Take a lead on travel arrangements in relation to sending mission personnel including arranging flights and other relevant administrative tasks
- Be the key point of contact with travel providers
- Provide staff training on all aspects of travel and ensure information on travel is available to all staff
- Provide administrative support for managing the emergency phone

3. MISSION PERSONNEL HR SUPPORT

- Assist with running recruitment events and type up notes from interviews and debriefs and related filing as required
- Assist with administration in regard to home assignment, Didcot visits, medical appointments and sending church liaison
- Assist with welcoming and caring for personnel when they visit Didcot as required
- Provide administrative support for the Crisis Management Team (CMT) as required
- Assist with the verification of DBS checks for new mission personnel and appropriate renewal checks thereafter
- Provide administrative support to Former Missionary Association (FMA) when a former missionary dies

4. OTHER DUTIES

- Participate in the BMS rota for post opening if required
- Produce staff weekly news
- Participate in organization-wide working groups, as and when appropriate
- Such other duties as your line manager may from time to time consider necessary and suitable
- Specific learning and development opportunities as agreed with your line manager
- Work in accordance with BMS policies, values and procedures

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Proven organisational abilities including prioritising tasks appropriately

Proven ability to manage workload from a variety of sources

Attention to detail and significant administrative skills

Computer literacy with MS Office suite of software

Experience of managing and using databases

Good interpersonal skills with the ability to relate well to people in different contexts

Tact and ability to keep personal records confidential

Good communication skills (both verbal and written)

Preferred

Understanding of the role and value of mission

Use of the CIPHR electronic personnel management system

Previous experience of overseas mission

PERSONAL QUALITIES

Essential

Professional approach to work and the team

Have the highest level of integrity and standard of excellence

Take confidentiality seriously and appropriately

Work relationally and collaboratively

Be a friendly and welcoming presence within the organisation

Be self-aware, creative, adaptable and take initiative as appropriate

Personal values in full support of BMS' mission, values, and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement

APPROVED BY LINE

MANAGER:

Date:

REVIEWED BY

DIRECTOR: Date: