

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Human Resources department provides a strategic and operational HR service to the seven National Church Institutions (NCIs) and the 42 Diocesan Bishops' offices. Our HR Operations team focusses on the entire employee lifecycle providing support, advice and guidance to senior leaders, line managers and staff. The Organisational Development team lead on culture, values, wellbeing, development, and our belonging & inclusion strategy. Through our External Service team, we also offer HR support on a consultancy basis to other Church of England organisations including our dioceses and cathedrals.

We are a friendly, diverse, well respected, and highly engaged HR team who are committed to actively sharing knowledge and learning across the team and beyond. We encourage flexible working within the team, with hybrid working meaning we work from the office 1 day per week on

average. We also regularly meet together online and in-person for collaboration, knowledge-sharing and building relationships within the team.

What you'll be doing

This is an exciting opportunity for someone with a keen interest in pursuing a career in Human Resources to study a CIPD qualification whilst working in an HR role on a fixed-term basis for 18 months. Working as part of our HR Operations team, you will be involved in providing an outstanding proactive and professional HR service to staff and managers across the National Church Institutions, and other organisations within the Church of England.

In this role, you will be the day-to-day HR contact for NCI Staff, supporting both the HR Operations Manager and HR Business Partners. You will be required to meet staff and be a visible HR presence in our London Office.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake and complete a Level 3 CIPD HR Apprenticeship and apply learnings and best practice to the role.
- Be the first point of contact support on operational HR queries via our HR Helpdesk, responding to queries within a timely manner to provide advice in line with policies, processes and HR legislation, escalating to HR Advisers or HR Business Partners where necessary, and at all times providing excellent customer service in line with our values.
- Prepare letters and other HR documentation, processing employment changes each month and liaising with the internal payroll team to provide necessary evidence.
- Monitor monthly reports to process timely appointment confirmations, DBS renewals and right to work checks.
- Ensure accurate employee records are maintained, and necessary documentation is stored on an individual's HR file in accordance with data protection regulations, and archive HR files in accordance with the relevant procedure.
- Participate in and deliver virtual and in-person induction sessions to a high standard.
- Proactively look for ways to improve the HR service to stakeholders including through the increased use of technology and assist and contribute to the implementation of HR systems which are necessary to provide high standards of HR delivery.
- Support the HR Operations Manager, HR Business Partners, and Deputy People Director.

You will be mentored by a member of the HR team and support will be offered to fulfil the requirements of the Apprenticeship scheme.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Experience of using Microsoft Word, Outlook and Excel in a work-based context, as well as HR Information Systems (ideally Oracle HCM). SharePoint experience would also be an advantage.
- Previous experience of general administration in a busy office environment. Previous HR administration in an HR team would be an advantage.
- An understanding of or willingness to learn about HR processes or procedures.

Skills & Abilities:

- The successful candidate will have excellent verbal and written communication skills, and the ability to work with accuracy and attention to detail, including working with numerical data.
- You will have an enthusiastic, flexible, and highly organised approach to work, with the ability to understand and process high volumes of information. You will need to work comfortably with competing priorities, working as part of a team to support colleagues in meeting deadlines.
- You will be self-motivated, proactive and committed to providing excellent customer service, with the ability to prioritise customer needs and communicate clearly to all stakeholders.
- An interest in HR and the development of skills in this area is key to providing a comprehensive service.

Qualifications & Training:

- Academic ability to meet the entry requirements of the Level 3 apprentice course attached to this apprenticeship and to attend and undertake the studying and course work required to complete the course.
- Educated to at least GCSE standard, with GCSE grade 4/C or above in Maths and English (or equivalent) or ability to work towards level 2 Maths and English/ GCSE 4/C grade.

Vacancy Summary

JOB TITLE:	HR Officer Apprentice
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Human Resources
GRADE:	Select the Grade Select the salary terms
SALARY	London Living Wage
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	On average, 1 day per week in the office (Wednesday)
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	NEW
COST CODE:	50201
PARENT POSITION:	8017504