



HUMAN RESOURCE ADMINISTRATOR

Full-time, United Kingdom, London

Department
Human Resources

Employment Type
Full- Time
(6 Month Contract)

Minimum Experience
Experienced

Workplace
Office/Hybrid

Hillsong UK require a Human Resource Administrator to join our team, working closely across the organisation with our Central Services Team.

This role is initially a fixed term contract to support the implementation of an updated employee life cycle programme. There is the possibility of it turning into a permanent role as we grow, strengthen, and develop our staffing team at Hillsong Church.

The ideal candidate will be an experienced HR professional, who will:

- Support the implementation of the new documents, policies and procedures, and provide ongoing admin support, for the employee life cycle
- Act as a first point of contact to the HR / People team
- Be the primary contact and systems administrator for queries on our People HR system

Ensure accurate HR records on all employees including full-time, part-time, and Contracted staff/hourly paid employees

Summary of responsibilities:

Employ Life Cycle Administration

- *Recruitment and Selection:*
 - Carry out all the administrative processes in the recruitment process, for example, prepare recruitment documents, organise recruitment timetables, draft and place adverts, log application forms, administer recruitment campaigns through.
 - Ensure that the HR service undertakes all necessary employment checks including DBS checks and right to work, qualification and medical checks and references.
- *On-boarding and Induction:*
 - Administer the process for new employees and workers, for example, prepare contracts, offer letters, and process all pre-employment checks.
 - Conduct induction meetings with new employees and workers and liaise with Line Managers to ensure they are aware of their responsibility in the induction process.
 - Administer the probation process ensuring Managers know when review meetings need to take place.
- *Development and Retention:*
 - Assist with, and support line managers to outwork, the Hillsong annual appraisal cycle, including performance reviews and one-to-ones.
 - Ensure accurate records of all appraisals are maintained.
 - Assist with outworking training and development needs.
 - Administer gifts and benefits for employee birthdays, anniversary, leavers, and new births etc.
 - Manage employee benefits schemes as required.
- *Offboarding:*
 - Ensure resignations are acknowledged in a timely manner, the Line Manager is aware of the process and any outstanding annual leave is calculated in accordance with the employee's terms and conditions.
 - Outwork the Leavers process, including liaising with IT and



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Payroll

- Ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Payroll team, for example, contractual variations, new starters, leavers, contractual benefits and staff benefits.
- Administer and action any salary reviews as required.
- Administer and keep up to date on Pension scheme and requirements for all employees.

HR Database and Reporting

- Be the primary contact for queries on the HR system (People HR)
- Act as systems administrator for People HR, configuring the system as required, controlling all user access, managing data flows in and out of the system and ensuring accuracy and data protection compliance and liaising with People HR to troubleshoot queries as required.
- Ensure the HR Database accurately reflects current staff conditions and details. This includes inputting starters and leavers, contractual amendments, change of details, annual leave and recording of sicknesses and other leave.
- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data and training.

Admin

- Carry out general administration tasks for the HR Department, for example, manage the HR and Recruitment inboxes.
- Respond to reference requests for current or ex-members of staff
- Ensure electronic and paper-based personnel files are maintained and filing/archiving is completed in a timely manner.
- Maintain an up-to-date Procedures Manual for all HR Administration duties.

Ensure Workstation Risk Assessments are conducted for all new starters/ when employee's desk locations change and refer staff issues for Health and Safety risk assessments where appropriate (e.g., maternity).

Skills and Educational Requirements:

- Educated to degree level in an HR, management, or business-related discipline
- Alternatively, previous experience in an HR role and CIPD qualifications
- Minimum of two years' experience in a Human Resources role
- Excellent oral and written communication skills and ability to professionally represent Hillsong Church
- Excellent planning, time management and organisational skills with ability to multi-task and organise others
- Interpersonal skills and the ability to develop and maintain good working relationships at all levels
- High levels of accuracy and attention to detail and deadlines
- Good IT skills including competency in Microsoft Office packages and other HR Business Software



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Why work for Hillsong Church?

We work in a dynamic, growing, Christ-centred environment that is influencing the world.

We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

If this sounds like you, we would love for you to apply today!