

ROLE PROFILE FOR HR EXTERNAL SERVICES AND APPRENTICESHIPS CO-ORDINATOR

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 and meet online weekly and in-person once a month for collaboration, knowledge-sharing and building relationships within the team.

What you'll be doing

The purpose of this role is to support the work of the External Services Team and to co-ordinate the Church's apprenticeship schemes.

MAIN DUTIES AND RESPONSIBILITIES

External Services Team

- Project support for External HR services team including arranging meetings, booking travel, supporting with editing of documents, updating website pages etc
- Providing logistical and administrative support to the HR Network – arranging meetings, managing Teams site and Sharepoint folders, maintaining contact lists, booking speakers
- Compiling and sending newsletter to HR network members
- Project administration including sending out invitation emails to participants, sourcing and ordering materials, booking venues, arranging logistics, liaising with clients
- Invoicing and payments – raising invoices, ensuring suppliers are paid, maintaining records of income and spend
- Conducting HR-related research to support projects e.g. industry trends and best practices, other CofE resources, cross-diocese sharing
- Providing admin support/notetaking for casework
- Potentially leading (with appropriate support) relevant projects
- Attending HR meetings as required.

Apprenticeship Programme

- Gather information from across the NCIs on existing work on apprenticeships and act as a central point of contact.
- Compile and maintain a list of preferred apprenticeship suppliers.
- Manage the relationships with our existing apprenticeship providers and source new providers as required.
- Work with existing networks (including our HR external service) to understand learning needs, promote apprenticeship options to Dioceses and Cathedrals (and other Church bodies as deemed appropriate), and share knowledge of preferred suppliers, etc.
- Support Dioceses and Cathedrals (and other Church bodies as deemed appropriate) to access apprenticeship funds from clergy payroll.
- Manage our two apprenticeship DAS accounts (arising from NCIs and clergy payroll).
- Speak to potential apprentices and/or managers to explain the offer and options, arrange programme overviews with potential providers, and support the enrolment process.
- Develop and administer feedback processes for apprenticeships.
- Produce data for reporting on apprenticeships.

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

- We are seeking a candidate with previous experience working in an HR department or HR Consultancy who can demonstrate undertaking both HR and general administration, with knowledge of a typical HR lifecycle, including an understanding of issues surrounding confidentiality.
- Experience managing a multi-stakeholder programme including information management, network building, supplier management, stakeholder engagement, monitoring and reporting.
- Experience using Microsoft Word, Outlook, Excel and SharePoint in a work-based context.

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.
- This role requires excellent interpersonal skills with the ability to build positive long-term relationships with colleagues, customers, suppliers and other stakeholders.
- You will be self-motivated, proactive, committed to providing excellent customer service, as well as have the ability to prioritise customer needs and communicate clearly to all stakeholders.

Vacancy Summary

JOB TITLE:	HR External Services and Apprenticeships Co-ordinator
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Human Resources
GRADE:	Band 5 Standard Point
SALARY:	£38,918 pro rata
WORKING HOURS:	31.5
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	On average, 1 day a week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term for four years
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Choose an item.
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103235
COST CODE:	50201
PARENT POSITION:	Head of HR External Services