

<b>Directorate:</b>	People and Culture
<b>Reporting to:</b>	People Support Manager
<b>Contract type:</b>	Permanent

### **Working at Mary's Meals International:**

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

### **Role purpose:**

The People Support Assistant will provide high quality and flexible administrative support to a wide range processes and projects. This will include working with colleagues across the team to support recruitment, Learning and Development and HR activities.

### **Key responsibilities & activities:**

#### **Administration**

- Assist with the monitoring of the HR Services inbox to triage queries, signpost managers and employees to appropriate policies and procedures or escalating/assigning to the appropriate People and Culture Team member.
- Maintain and update People HR with any employee data changes including the production of standard letters as delegated by the People Support Manager.
- Facilitate the probation process for new employees, support managers and assist with probation reviews as directed.
- Maintain electronic employee folders, filing contracts, letters, emails and details updated regularly and in line with GDPR requirements as instructed.
- Upload monthly payslips on the People HR and ad hoc documents.
- Conduct the Right to Work checks. process ensuring the reference checking process and all related administration is actioned.
- Assist with maternity process.
- Arrange and progress PVG. DBS check process for employees, volunteers including Board Members.
- Assist with pension monthly enrollment and payroll instruction checking.
- Provide help with onboarding of new starters – sending out Magnus's book to new starters, setting them up on Lifeworks, sending out Pension letter, setting new starters on iLearn, updating iLearn with job changes, sending out any necessary guidance and onboarding materials etc. Assist with setting up induction meetings.
- Assist with Volunteer onboarding process.

- Assist with traveler briefings and any other travel queries that sit with the People and Culture Team.
- Assist as required with monthly People metrics reports and spreadsheet.
- Provide administrative support to the wider People and Culture team to include the creation of team spreadsheets and setting up of meetings.
- Coordinate DBS/PVG checks for volunteers including Board Members. Assist with DBS/PVG checks for employees.
- Support the processing of purchase orders (POs) and invoices.
- Supports L&D function and administer changes on their learning platforms.
- Ongoing maintenance and updates of monthly organisation charts on SharePoint.

### **Recruitment & Induction**

- Create new requisitions on Workable and post adverts on internal and external sites.
- Set up interviews and support in the creation of recruitment packs.
- Provide timely recruitment administration support including managing system templates and acting as first point of contact for candidates.
- Produce offer letters, employee contracts and manage the onboarding process for all new starters.
- Ensure all new starter paperwork is completed and provided to payroll.
- Prepare induction packs for new starters.

### **Learning and Development**

- Carry out essential housekeeping of the Learning Management system, such as creation and deletion of users.
- Support with the monitoring and completion of training records.
- Set up virtual training sessions and co-ordinate bookings, cancellations and waitlists.
- Support the L&D team with the co-ordination of development programmes including setting schedules, booking diaries and tracking attendance.
- Support with ad hoc tasks, such as generating personal development profiles and responding to L&D queries.

### **Additional information:**

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving departmental strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.
- You may occasionally be required to travel to countries where Mary's Meals operates.

### **Essential skills & experience required for this role:**

- Demonstrable relevant experience in a fast-paced and varied administrative role.
- Ability to work under pressure and prioritise own workload to be able to deliver on time.
- Demonstrates attention to detail and accuracy.
- Ability to establish good working relationships and strong communication skills.
- Ability to work effectively to achieve individual and team goals.
- Experience with Microsoft Word, Excel, Outlook and PowerPoint.
- Experience of data entry and basic reporting from HR information systems.

## Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build and demonstrate resilience</li> <li>• I lead by example</li> <li>• I am authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I am a catalyst for change</li> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

## Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.