

# People Advisor

## Application pack 2026



# Who we are

**We are passionate about students reaching students with the good news of Jesus.**

For over 100 years, UCCF has equipped and empowered students to discover Jesus and live for Him on campus.

Christian Unions (CUs) are groups of students from a range of local churches who join together to help everyone at uni engage with the life-changing message of Jesus. They are led by students, resourced by UCCF Staff Workers and supported by the local church.

Each year, tens of thousands of students hear the message of Christ through CU ministry. Together, we are reaching students for Jesus.

## Our values

**Confident in the truth:** understanding, celebrating and defending the truth of the gospel.

**Urgent in evangelism:** creative, engaging and persuasive proclamation of Christ crucified.

**Passionate about unity:** gathering and uniting all Christians around the essential truths of the gospel.

**Committed to the local church:** believing it is the primary and lifelong place of Christian ministry and discipleship.

**Motivated by grace:** rejoicing in our salvation, serving one another and loving the lost.

**Generous in world mission:** endeavoring to give and send so as to reach the students of the world.



# Our People Team

Based in the centre of Oxford, the People Team supports staff across the whole of UCCF. We have the unique privilege of knowing every member of staff within the fellowship and helping shape their experience from recruitment through to leaving. We're a close knit team that enjoys working together, learning from one another and finding better ways of doing things. Alongside participating in wider office life, team meetings and training days, we regularly invest in our own development as a People team, praying together and seeking to honour Christ in how we care for and serve our colleagues.

## The Role

**Salary:** £31,601 - 37,545 depending on experience

**Location:** Hybrid working from our Oxford office

**Hours:** 37.5 per week (full time). We are also open to discussing part time.

**Application closing date:** 29 July 2026

**Interview dates:** 6<sup>th</sup> - 7<sup>th</sup> August 2026

### Our benefits:

- 30 days annual leave, plus public holidays
- 5 days of service leave
- CIPD membership fee
- Modern and spacious central Oxford office
- Facilities including secure bike storage
- Cycle to work scheme
- Free access to counselling and healthcare support, including discounted gym memberships
- Generous enhanced family leave and pay provision

# Job Description

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<b>Department:</b>	People Team
<b>Responsible to:</b>	Director of People
<b>Liases with:</b>	Job enquirers and candidates; HRIS provider; Employees across all UCCF departments; Head of Relay; Team Leaders; Volunteers (Associate Staff Workers and Relay Workers)

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**Overall Purpose:** The People Advisor is a key role within our People team, shaping how we work at UCCF to enable all our people to pursue our vision with confidence and joy. Working through all stages of the employee lifecycle, this position has generalist responsibility for HR Operations and specialises in **recruitment, internal communications and employee engagement**. The People Advisor will support the organisation's mission and vision by implementing and engaging employees with compelling, compliant and efficient HR practices which are aligned with UCCF's goals and strategy.

**Nature and scope:** As this role contributes to the development and delivery of People practices informed by scripture, and includes praying for and with staff, candidates and students, it is an occupational requirement that the post holder is a believer in Jesus Christ as Saviour, Lord and God and in good standing with their local church. Individuals will be required to sign assent to UCCF's Doctrinal Basis, to participate in UCCF collective worship and prayer, and to model Christian discipleship in public and private life.

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## Key Responsibilities

### 1. Foundations of employment

#### HR administration and data management

- Handle HR matters with discretion, professionalism and confidentiality
- Ensure HR records are accurately maintained in line with legal and data retention requirements
- Ensure HR administration and processes are delivered in line with digital first principles
- Regularly report on people data, including quarterly, annual, and other KPIs
- Contribute to annual budget planning and monitoring for the People team
- Manage the use of the People team credit card

#### Employee relations

- Handle first-line employee relations questions in relation to standard policy and procedure
- Provide HR support on more complex employee relations issues

- Draft contracts of employment and communicate changes in terms and conditions
- Revise and produce HR policies, processes and guidance in relation to your areas of specialism
- Collaborate with key stakeholders to develop policies that effectively meet the needs of UCCF

## **Safeguarding**

- Ensure pre-employment checks (including DBS) are completed in line with Safer Recruitment principles

## **Onboarding and offboarding**

- Onboard new staff and volunteers, liaising with other teams where necessary
- Manage employee profiles and permissions on the Data Management system

## **2. Shaping our culture**

### **Internal communications**

- Collate and send UCCF's weekly email to all staff
- Manage the internal communications schedule, creating content to support organisational goals

### **Employee engagement**

- Develop and manage the annual employee engagement survey, analyse data, and report on key themes and outcomes and ensure action plans are fed back to staff

### **Values**

- Work and lead in line with organisational values, policies and priorities, ensuring compliance with relevant legislation and best practice
- Model organisational values and maintain a Fellowship wide perspective

## **3. Developing our people**

### **Learning and development**

- Run Review cycles for all staff, analysing and reporting on areas for organisational development
- Identify training needs and make recommendations
- Provide induction and ongoing training in relation to your areas of specialism
- Advise and support line managers in line with UCCF policies and HR best practice

## **4. Valuing our people**

### **Wellbeing**

- Promote and support the health and wellbeing of employees, ensuring a safe and supportive work environment
- Assess new starters' health and wellbeing needs, arranging adjustments and

- support as required.
- Mark personal events in the lives of staff
- Provide First Aid / Mental Health First Aid to staff as required

## 5. Building great teams

### Recruitment

- Lead on recruitment for UCCF, maintaining and improving guidelines and templates, responding to queries, processing applications, scheduling interviews and assisting with selection where required
- Advertise roles, making recommendations on appropriate channels for advertising
- Train recruiting managers on recruitment processes and best practice

### Volunteer recruitment

- Manage recruitment processes for volunteers, liaising with Team Leaders and Head of Relay
- Maintain UCCF's ability to recruit migrant workers and process relevant immigration paperwork

## 6. Other responsibilities

- Pray for UCCF, its staff and ministry, and contribute to People practices that are consistent with UCCF's doctrinal basis
- Undertake HR related projects as delegated by the Director of People
- Attend Forum, Refresh (UCCF's annual staff conference), and other required conferences/training and team days, engaging with the life of the wider organisation
- Work collaboratively with colleagues across departments to achieve organisational goals
- Engage in continuous professional development to stay current with HR trends, practices and employment law, contributing to ongoing improvements within the People function
- Provide occasional reception cover within Blue Boar House



# Person Specification

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## Essential

- Self-starter able to work to objectives and collaboratively with others
- Excellent IT skills with a digital first approach and understanding of AI and automation
- Fluency with Microsoft 365 Suite, including Excel
- Attention to detail
- Analytical skills and experience working with data
- Excellent written and verbal communication skills
- Listening skills with the ability to make considered, reasoned decisions
- Discrete and professional approach to HR
- Awareness and understanding of the importance of Diversity and Inclusion and ability to translate this into effective action

## Desirable

- CIPD qualified (Level 3/5)
- Coaching skills and the ability to influence others
- Degree educated
- HR experience
- Experience using HR Information Systems/databases (HiBob preferred)
- Innovator, able to find problems and improve systems and processes
- Knowledge of safeguarding
- First Aid / Mental Health First Aid trained



# Our Doctrinal Basis

The Doctrinal Basis represents the central truths of the gospel, which are the basis of UCCF's unity, the foundation of UCCF's ministry and the content of UCCF's message. We are unashamedly confessional and value gospel clarity and gospel unity. For more information, visit: <https://www.uccf.org.uk/about/doctrinal-basis/why-we-have-a-doctrinal-basis>

*The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:*

- a) There is one God in three persons, the Father, the Son and the Holy Spirit.*
- b) God is sovereign in creation, revelation, redemption and final judgement.*
- c) The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.*
- d) Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.*
- e) The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.*
- f) Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.*
- g) Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.*
- h) The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.*
- i) The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ like in character and behaviour and gives them power for their witness in the world.*
- j) The one holy universal church is the Body of Christ, to which all true believers belong.*
- k) The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory*