JOB DESCRIPTION

PEOPLE AND VALUES

ADMINISTRATOR
INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:

**JERSEY ZOO**
A centre of excellence in animal husbandry, research, training and education

**CONSERVATION KNOWLEDGE**
Training future conservation practitioners and monitoring and evaluating conservation science which underpins all Durrell activities

**FIELD PROGRAMMES**
Conservation action where it is needed most

With a track record of 60 years, Durrell leads some of the world’s longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.
OUR VALUES

PURPOSEFUL
We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE
We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE
We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.
JOB PURPOSE

Reporting to the People and Values Advisor, the People and Values Administrator is responsible for the professional administrative central support to all managers and employees covering all areas of the employee life cycle.

PEOPLE AND VALUES ADMINISTRATOR

DEPARTMENT
People and Values

REPORTS TO
People and Values Advisor

HOURS
Full Time (35 Hours per week) / Part time

TERM
Permanent

LOCATION
Jersey

PRINCIPAL ACCOUNTABILITIES

GENERAL ADMINISTRATION DUTIES

• Develop and maintain effective administrative systems and procedures to provide support for People and Values activities.

• Ensure up-to-date document templates are maintained to support the People and Values function.

• Manage and coordinate responses to enquiries via People and Values generic email accounts.

• Responsible for updating all telephone lists, organisation charts, and any other internal listings which may be relevant.

• Comply with data protection guidelines.

• General administrative and ad-hoc duties as required by the People and Values Team.

• Liaise with employees across the organisation and deal with queries on an ad-hoc basis, with support from the People and Values Advisor.

• Support the Volunteer Manager with general administration tasks including responding to emails.
## Recruitment Administration Duties

- Provide an effective and accurate admin support to recruiting managers across the organisation.
- Ensure the timely return of all recruitment paperwork, ensuring it is completed and up to date.
- Ensure the accurate and timely production of all relevant correspondence relating to recruitment and selection.

## Employee Lifecycle Administration Duties

- Ensure comprehensive and accurate employee records are well maintained and that periodic audit of records is undertaken.
- Oversee the preparation of all required new starter, change and leaver paperwork such as Statement of Employment Terms, Durrell Wildlife Conservation Trust Policies and Procedures or amendments to contracts.
- Ensure staff references are taken up with previous employers as soon as appointment has been confirmed.
- Completion of the starter, change and leaver checklists
- Assist with the coordination of induction arrangements for new starters.
- Training administration including logging requests from appraisal, booking courses, logging course details, and feedback collection.
- Ensure that all employee absence including holidays, sickness and professional time away is accurately calculated, recorded, and monitored.

## Payroll Administration Duties

- With oversight from the People and Values Advisor, collate and accurately input monthly payroll data into Profile Enterprise in accordance with payroll timetable.
- Ensure all associated payroll and pension paperwork, including new starter and leaver records are administered accurately.
KNOWLEDGE, SKILL AND ABILITY

- At least one years’ generalist HR experience
- Excellent verbal and written communication skills and interpersonal skills
- Highly organised with a good attention to detail
- Strong numeracy skills
- Ability to work on one’s own initiative, as well as the confidence and initiative to deal with other people at all levels.
- Basic HR Systems experience an advantage.
- High level of IT literacy and ability to adapt to new computer programmes or systems as required.
- Understanding of data protection practices.

BEHAVIOURS

- Enthusiastic and takes a ‘people driven’ supportive approach.
- Proactive and positive, ‘can do’ attitude.