



JOB DESCRIPTION

PEOPLE AND VALUES ADMINISTRATOR



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

PATRON HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

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:



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



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



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



**PEOPLE AND VALUES
ADMINISTRATOR**

DEPARTMENT
People and Values

REPORTS TO
People and Values Manager

HOURS
Full Time (35 Hours per week)

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 an up-to-date bank of document templates to support the People and Values function are maintained.
- Manage and coordinate responses to enquiries via People and Values generic email account.
- 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.

RECRUITMENT ADMINISTRATION DUTIES

- Provide an effective and accurate end-to-end support administrative service to recruiting managers for their specific recruitment drives.
- 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 paperwork such as Terms and Conditions of Employment and Durrell Wildlife Conservation Trust Policies and Procedures.
- Ensure staff references are taken up with previous employers as soon as appointment has been confirmed.
- Complete the starter and checklist process.
- Ensure an electronic staff personnel file is set up, with all relevant paperwork.
- Confirm all new members of staff and their start dates to IT, for PC set up/passwords/telephone etc.
- 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.
- Producing correspondence relating to probation periods and variations to contracts.
- Ensure all terminations of employment are acknowledged and correct procedures and checklists are adhered to.

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

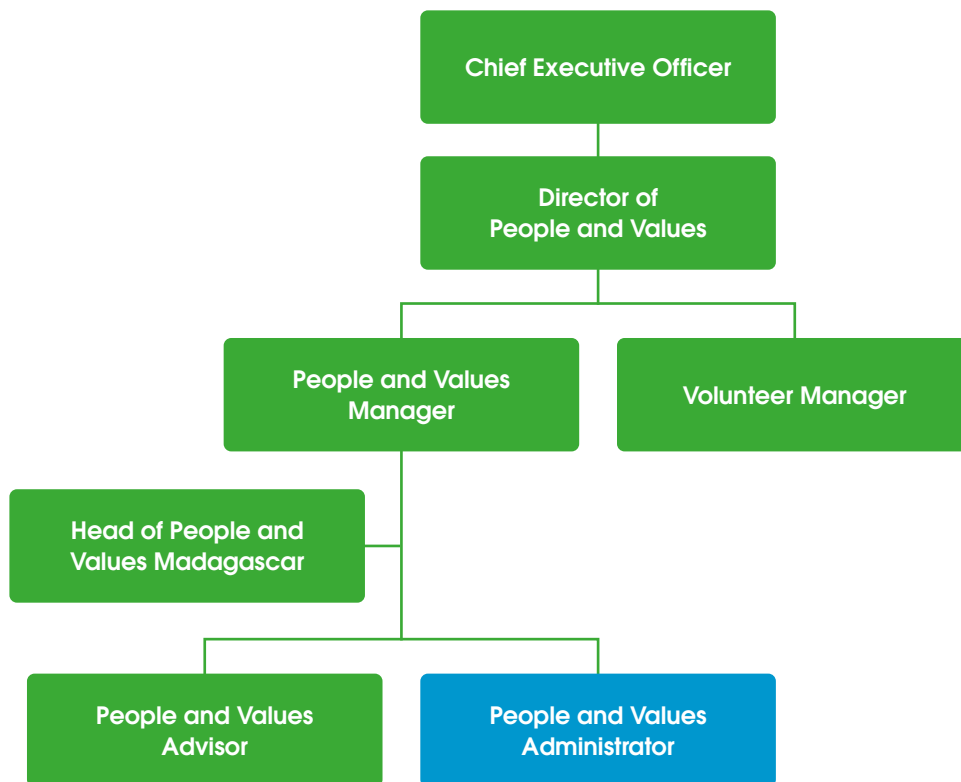
- At least one years' generalist HR experience
 - Excellent verbal and written communication skills and interpersonal skills
 - Highly organised with a good attention to detail
 - Strong numeracy skills
 - Ability to work on one's own initiative, as well as the confidence and initiative to deal with 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.



TEAM ORGANOGRAM



OUR LOCATION



Durrell Wildlife Conservation Trust, Les Augres Manor,
La Profonde Rue, Trinity, Jersey, JE3 5BP