



STELLA MARIS

**Appointment
of
Administration & Human Resources
Coordinator**

Candidate Pack



Contents

Contents	2
CEO's Welcome	3
The Role and the Opportunity	4
Person Specification	5
Salary and Conditions of Service	5
Recruitment Process	6

Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed in this pack, then please contact:

Mrs Sharon Head Head of Administration Support

Email: info@stellamarismail.org



Welcome from the Chief Executive Officer

Introduction. Thank you for your interest in the role of Administration and Human Resources Coordinator at Stella Maris. Our name translates as the 'Star of the Sea' and has long been the favoured title by which Catholic seafarers refer to the mother of God, in whose protection they have traditionally placed their trust.

History. Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920 and ran large seafarers' hostels in all the major port towns where seafarers could stay while their ships were in port. Since then, international shipping has changed dramatically and whilst the nature of our work may have evolved, our founding belief that every seafarer and fisher deserves fair working conditions, respect for their human rights and the very best we can offer remains at the heart of what we do.

Who we are. Stella Maris is the largest ship visiting network in the world, with over 1,000 chaplains and volunteers in 330 ports across 54 countries. Specifically within Stella Maris UK, we employ a team of 22 chaplains supported by 75 volunteer ship visitors, and numerous port parish contacts in the heart of the community. Within the Management Team, our support staff of 20 people are primarily based in our London office, with some members of staff working from Scotland and the Regions. As an organisation, we work extremely closely with the clergy, our sister maritime charities, as well as national and international maritime organisations and industry.

Mission. Our mission is to provide practical, pastoral and spiritual support to seafarers, fishers and their families regardless of creed, gender or ethnicity, primarily by ship visiting.

The Role. Stella Maris is seeking a dynamic and experienced individual to fill the combined role of Company Secretary, Administrative Officer, and Human Resources Officer. The successful candidate will play a crucial role in ensuring the smooth functioning of administrative processes, compliance with legal requirements, and effective management of personnel matters within the organisation.

The Future. It's our goal to improve the first class service we currently deliver, so that Stella Maris continues to grow to reach more seafarers, fishers and their families. The job description will tell you more about the role itself and the type of person we are looking for. Our website (www.stellamaris.org.uk) provides further detail regarding our mission and values, and the difference we make to the lives of the 'People of the Sea.'

If you share our passion to support the People of the Sea and the mission of Stella Maris, then I very much look forward to hearing from you.



Tim Hill MBE
Chief Executive Officer / National Director



The Role and Opportunity

Title of post:	Administration and Human Resources Coordinator
Responsible to:	Head of Administration Support
Hours:	Full-time, 40 hours per week
Location:	London
Responsible for:	Company Secretary, Administration and Human Resources functions

Responsibilities

- Company Secretarial duties:
 - Ensure compliance with statutory and regulatory requirements, maintaining accurate and up-to-date records.
 - Coordinate board meetings, prepare agendas, attend meetings, and take accurate minutes.
 - Manage communication with regulatory bodies and ensure timely submission of required documents.
 - Provide guidance to the CEO and Board on corporate governance matters.
 - Maintain and update the organisation's statutory registers.

- Personnel Support Duties:
 - Maintain personnel records, ensuring compliance with data protection regulations.
 - Administer HR policies and procedures, and provide guidance to staff.
 - Oversee the recruitment process, from advertising vacancies to onboarding new employees.

- Administrative duties:
 - Oversee day-to-day office operations, including facilities management, supplies, and equipment.
 - Coordinate and schedule meetings, events, and travel arrangements.
 - Manage incoming and outgoing correspondence, emails, and phone calls.
 - Assist in the preparation of reports, presentations, and other documentation.
 - Implement and maintain efficient filing and document management systems.

No job profile can cover every issue which may arise within the post at various times and the post holder may be expected to carry out other duties from time to time.

Person Specification

Stella Maris UK is a complex organisation that works directly and indirectly with multiple stakeholders, both internally and externally to the organisation. The Administrative and Personnel Coordinator will need to work effectively with all of these stakeholders and be able to appreciate and consider the impact of individual decisions across these differing stakeholders.

Qualifications: Degree in Business Administration, Human Resources, or a related field.

Experience:

- Proven experience in a similar combined role, preferably in the non-profit sector.
- Familiarity with maritime or charitable organizations is an advantage.
- A practising member of the Catholic Church (desirable).

Required skills:

- An excellent grasp of Stella Maris' vision, mission and values.
- Excellent communication and interpersonal skills.
- Knowledge of corporate governance and legal compliance.
- Understanding of HR practices and personnel management.
- Strong organizational and multitasking abilities.
- Proficient in Microsoft Office Suite and relevant administrative tools.

Attributes:

- Discretion and ability to handle confidential information.
- Proactive problem solver with a positive attitude.
- Ability to work independently and collaboratively in a team.
- Ability to prioritise and execute tasks in a fast paced and rapidly changing environment, working to tight deadlines.

Salary and Conditions of Service

- Salary: £32,000 per annum.
- Hours of work: 40 hours per week.
- Location: London, with some hybrid working (1-2 days WfH).
- Leave arrangements: 28 days per annum plus Bank and statutory holidays.
- Pension: Stella Maris operates a pension scheme (up to 6% matching contributions).
- Death in service benefit of 4 x annual salary.
- Full details and terms of employment will be issued if an offer of employment is made.

Recruiting Process

If you would like to apply for this position, please send the following to info@stellamarismail.org:

- An up-to-date CV outlining your employment history, academic and professional qualifications, and contact details.
- A supporting statement (no more than 2 x A4 pages) demonstrating how you meet the criteria outlined in the person specification and why you are interested in becoming the Administrative and Personnel Coordinator for Stella Maris.

Key Dates

Closing date for applications	2359 hours on Wednesday 17 January 2024
Short listing	18 - 19 January 2024
Candidates notified of shortlisting results	Friday 19 January 2024
1 st Round of Interviews in London	Tuesday 23 January 2024
Candidates notified of outcome	Wednesday 24 January 2024

