

**CHURCH**ARMY  
**.ORG**



**HR Advisor**  
**Application Pack**

# **FROM THE CEO**

I am delighted that you are interested in the role of HR Advisor with Church Army. I really hope that as you read through this job pack you get a clearer sense of who we are.

In all our work Church Army seeks to support and empower those most in need in the UK And Ireland. We walk alongside and love those who are struggling, especially the marginalised.

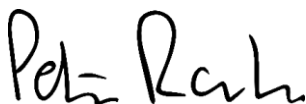
Church Army makes a real difference in people's lives and every role offers the opportunity contribute to making our vision a reality. The work that you do with Church Army really will make a difference, and we are thankful for every one of our committed and passionate staff. Our GRACEUP values are at the heart of all that we do across Church Army, in our work and in our relationships. They serve as cultural cornerstones, compass points and anchors. In joining Church Army, you will belong to a community of remarkable people who are proud to do what they do. Together we work hard to make sure our team know that they are valued for their contributions and moreover valued for who they are.

We are proud to work in some of the toughest communities across the UK and Ireland. In Marylebone, London, we run the biggest women's only hostel and the only 24/7 emergency drop-in centre in the UK. Marylebone empowers women to end their homelessness and live their lives to the full. In Cardiff, we run the Amber Project, which helps young people who battle self-harm, and the Ty Bronna Project, which is a hostel for homeless young people. Elsewhere one of our Projects befriends, serves and supports vulnerable women involved in the sex industry.

It can be challenging work. Church Army is often found where others won't go and doing things that others can't or won't. Yet it is joyful and fulfilling work. We serve in a broad range of settings, with people from all walks of life, and of all faiths and none. I am thrilled and humbled to work for an organisation that does this in God's name and your name.

I hope that you will be inspired and encouraged to want to join our amazing team.

Yours



Peter Rouch



# ROLE OF HR ADVISOR: Key Projects

---

As Human Resources Advisor you'll be joining a small, friendly and supportive HR team providing advice and support to managers and staff across the full range of employee life-cycle activities.

This is an additional role providing HR advice and support, primarily for our Key Project at Marylebone. Our Key Projects are at the heart of our Church Army vision and seek to bring transformation to the lives of those they work with. They include:

- The Marylebone Project in London, serving vulnerable homeless women.
- Ty Bronna Project in Cardiff, providing supported accommodation for young people in a housing crisis.
- The Amber Project in Cardiff, working with young people who has experience of self-harm.
- Waterways Chaplaincy, serving the most vulnerable along the UK waterways and canals.
- A vulnerable women's project, providing community outreach support, day & night, and a drop-in centre.

Around half of our staff work within our Key Projects, so the HR Advisor will be lead for HR advice and support for these colleagues. They will play a key role in developing and strengthening the relationship between the projects and HR and ensure we deliver an effective HR service to the projects which is aligned with the service to the wider organisation. The post holder will work closely with each of the Key Project Leaders in making sure the Christian ethos and values of Church Army are part of the culture and practice of the projects.

The HR Advisor will work closely with others within the team, which includes a further HR Advisor with a focus on our Centres of Mission and wider Operations and a Payroll and HR Administrator; all of whom are part time. The HR Team is led by the HR Manager, with the support of the Associate Director of Organisational Development, who oversees the People function, which includes HR, Volunteering and Safeguarding. We are also recruiting for a HR Administrator and a Talent and Acquisition Coordinator.

The role suits someone who is a HR generalist with strong knowledge of the key HR practices including recruitment and retention, employee relations and development and training. The ideal candidate will be experienced in working in HR and hold a related qualification such as CIPD.

We are looking for someone who:

- Has excellent verbal and written communication skills.
- Is able to handle information sensitively and confidentially.
- Is passionate about the role of HR within the organisation.
- Closely aligns with the Christian ethos and values of Church Army.

- Has good attention to detail skills.
- Enjoys serving and helping others.
- Thrives off a varied and busy workload.

As the role will have a close link between HR and the Key Project Leaders, the post holder will play a key part in ensuring the vision, values and ethos of Church Army are evident at the Projects. They will also bring their day-to-day experience of the Key Projects into shaping the practice of the HR Team.

*Denise Ambrose, HR Manager*



# JOB DESCRIPTION

---

<b>Job Title:</b>	HR Advisor
<b>Accountable To:</b>	HR Manager
<b>Relating to:</b>	HR team members Key Project Leaders Managers Associate Director of Organisation Development
<b>Purpose:</b>	To provide a high quality and professional HR service To the Key Projects in line with Church Army's values, maintaining a positive Christian culture throughout the organisation.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Support the HR Manager in delivering operational HR projects, activities and casework.</li><li>2. Contribute to the successful delivery of a professional HR service.</li><li>3. To be an active participant in the life of the Co.Lab team.</li></ol>

## \*Co. Lab Team:

This role sits within our Co.Lab team which refers to the team of people whose roles have an operational focus on facilitating the work of CA across the UK and Ireland. The team come together at regular times over the year to develop connection, collaboration and community to help us better serve the wider Church Army community.

# TRAINING

---

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.

## Responsibilities and Key Tasks:

### Advice and Support

- Provide professional advice on employment matters, including policy and procedures, best practice and employment law.
- Work collaboratively with managers, to advise and support with particular HR administration, policies and practices relevant to their area of responsibility.
- Support and advise managers, enabling them to manage people and performance issues leading to the development of high performing teams.
- Liaise regularly and proactively with the HR Manager and senior colleagues to ensure knowledge sharing, and consistency of practices, giving opportunity for feedback and learning.
- Escalate HR issues to the HR Manager and seek advice from the HR consultant as required.
- Ensure the HR service to staff at the Key Projects is aligned with the rest of the service to the wider Church Army.
- Work with the HR Team and Senior Leaders within Church Army on shaping the culture of the projects to align with the vision and values of Church Army, maintaining a Christian culture and representing the values of the organisation throughout the HR processes and practices.
- Be a point of contact for staff experiencing specific HR related issues that cannot be addressed via the structured supervision process.
- Support managers in managing, and responding to, sickness absence trigger points, as part of the return-to-work process.
- Support managers in accessing occupational health assessment reports and GP reports as required.
- Support employees who require HR input due to matters such as sick leave, family emergencies or disciplinary or performance concerns.

### Recruitment and Induction

- Oversee the recruitment of roles for the projects and provide guidance to the admin team on this.
- Provide a recruitment service to managers by reviewing and developing job descriptions, advertising roles, assisting with shortlisting and interview administration where required.
- Sit on interview panels where required.
- Ensure best practice is followed for interviews, briefing panels with best practice guidelines in advance.
- Ensure pre-employment checks are all carried out and contracts are in place before an employee starts work.
- Ensure all project staff are appropriately inducted in line with our vision and values.

## **Policies and Procedures**

- Work as part of the HR Team to implement new strategies, policies and procedures.
- Apply a mindset and attitude aligned to organisation values to HR matters, ensuring that the organisation is legally compliant and also reflecting its values in HR processes.
- Provide HR guidance to managers on current and new legislation.
- Review HR policies and procedures regularly in line with the review periods ensuring documents align with Church Army culture and organisational requirements, are fit for purpose and meet the statutory requirements.
- Keep abreast of changes within employment legislation and translate how this might impact the organisation.
- Provide HR data and reports as required.

## **Employee Lifecycle**

- Work with the HR Administrator in issuing contracts and contract related documents to staff.
- Act as controller for myhrtoolkit (HRIS) and ensure that all employee information is kept on the system and is up-to-date and accurate.
- Work with the Payroll Administrator on any payroll queries related to Key Project staff.
- Model Church Army values in the role and help shape a culture in line with them

## **Co. Lab Team**

- Be an active member of the Co.Lab team, sharing in the life, objectives and shared practices of the team
- Attend and take part in regular Co.Lab gatherings
- Share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and enquiries as required

## **General**

- Undertake any such duties as are commensurate with the post at the direction of the line manager, or their senior.
- Be an active member of the HR team, participating in team meetings and in the overall objectives and life of the team.
- Attend an annual appraisal and regular one to ones with your line manager.
- Undertake any training or professional development as required for the role as identified in an appraisal or supervision.
- Adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook and on Church Army's intranet document library.
- Act in the best interest of Church Army at all times

# PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

ESSENTIAL	DESIRABLE
<b>Knowledge, Experience and Understanding:</b>	
HR related qualification such as CIPD	An active and genuine Christian faith, demonstrated by regular involvement in a local church
Experience working in the charity sector	Experience of developing policies and procedures
Experience of advising on formal HR processes	
Up to date knowledge of employment law and best practice	
Good understanding of data protection principles and practice	
<b>Key Skills</b>	
Time management: efficiency, flexibility and able to manage priorities	Minute taking skills
Attention to detail	
Good IT skills, including Office programs such as Word and Excel	
Able to quickly build strong relationships and influence at all levels	
<b>Attributes</b>	
Approachable and Empathetic	
Professional and Credible	
Able to work under pressure	
Collaborative	
Solution minded	
Team Player	
<b>Other</b>	
Able and willing to travel as required to visit the Key Projects for the role	Knowledge of Republic of Ireland employment law
Able to be an ambassador for Church Army: in sympathy with the vision & values of Church Army and be willing to represent the organisation in public	



# OUTLINE TERMS AND CONDITIONS

---

<b>Location</b>	Wilson Carlile Centre, Sheffield Staff are currently operating a 60% office / 40% home hybrid working arrangement across a month.
<b>Salary</b>	£24,032 (FTE £30,040) per annum
<b>Hours</b>	Part-time: 30 hours per week. (FTE is 37.5 hours) Normal working hours spread over Monday to Friday.
<b>Pension</b>	Employer contributions are 5% of qualifying earnings if eligible.
<b>Annual Leave</b>	198 hours annual leave, inclusive of bank holidays. (FTE is 247.5 hours, 33 days, inclusive of bank holidays).
<b>Probation Period</b>	6 months
<b>Contract Type</b>	Part-Time, Open Ended
<b>Notice Period</b>	3 months (after probation period)
<b>DBS Requirement</b>	None. However, all staff are expected to read and comply with Church Army's Safer Ministry policy. The post holder will be asked to complete some basic safeguarding training.
<b>Occupational Requirement</b>	None. However, due to the nature of this post we do require the successful candidate to be in sympathy with, have respect for and behave in a way that reflects, Church Army vision, values and ethos.

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

# WHAT MAKES US CHURCH ARMY

## Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

## Our Values

Everything we do is underpinned by our GRACEUP values:



**Generous** - We believe God is generous and we want to model that generosity to others.



**Risk-taking** - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



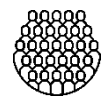
**Accountable** - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



**Collaborative** - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



**Expectant** - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



**Unconditional** - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



**Prayerful** - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

**In our recruitment process, we look for candidates who model our GRACEUP values in their life and work**



## Working With Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



# APPLICATION PROCESS

---

If you would like you to find out any more about the role, please contact:

Denise Ambrose, HR Manager: [denise.ambrose@churcharmy.org](mailto:denise.ambrose@churcharmy.org)

To apply, please submit a Church Army Application Form, which is available to download from the job advert on our website.

---

Deadline: Tuesday 14th May 2024

---

Interview date: We will contact successful applications with an interview date after the deadline for applications has been passed.

---

*We reserve the right to close this vacancy early if we receive applications from suitable candidates for the role. Therefore, if you are interested, please submit your application as early as possible.*

## What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)
- One of our team will acknowledge your application.
- Applications are shortlisted against the person specification.
- You will be contacted as to whether or not you have been invited to interview.

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)