



**VISION STATEMENT: THE HIGHEST GOAL OF ALL WE DO IS TO BRING PEOPLE TO FAITH IN OUR LORD AND SAVIOUR JESUS CHRIST AND AN EXPERIENCE OF THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	HR Officer
<b>RESPONSIBLE TO:</b>	HR Business Partner
<b>DEPARTMENT:</b>	People and Culture
<b>INTERNAL RELATIONSHIPS:</b>	People and Culture department, Finance and Operations department (FOPs), cross-departmental HR support, new starters, recruiting managers, Mission Personnel on home assignment
<b>EXTERNAL RELATIONSHIPS:</b>	Job applicants and candidates, recruiters/recruitment services representatives, HRIS account manager, contractors for BMS home assignment property repairs
<b>LOCATION/TRAVEL TO:</b>	BMS Didcot with flexibility to work from home
<b>JOB TYPE/HOURS:</b>	Full time, permanent

## **JOB OVERVIEW**

**This role supports the HR Business Partner in creating a positive, engaging, and professional working environment, where our people can thrive. The role provides HR operations administrative support for key HR processes spanning the employee lifecycle, from recruitment and onboarding to leavers.**

Responsibilities within the role include recruitment administration, handling first line HR enquiries and employee relations casework and contributing to a safe culture through processes such as Disclosure and Barring Service (DBS) and other pre-employment checks.

The role delivers consistent, timely and high-quality HR administrative processes and resources that are compliant with legal and organisational standards.

# ROLE AND RESPONSIBILITIES

## 1. HR OPERATIONS

- Prepare quarterly HR reports relevant to the role and aligned with P&C Key Performance Indicators (KPIs)
- Support on annual renewal of life assurance through the timely provision of employee data.
- Act as one of two system administrators for the HR Information System (HRIS), liaising with the Mission Personnel Operations team to respond to user queries and maintain and improve the system, ensuring the accurate recording, storing of, and reporting on a wide range of people data.
- Maintain and update HR records including archiving and deletion of old records in line with GDPR and the HR privacy policy.
- Prepare and issue formal letters to employees communicating formal agreements and changes in terms and conditions.
- Record changes in preparation for the payroll run, including cycle scheme notifications and pension forms.
- Conduct DBS checks and manage renewals, maintaining safeguarding records.
- Ensure that Health and Safety training is completed for new starters and then periodically.
- Support line managers where required on exit processes for leavers.
- Respond to people matters relevant to the role.
- Stay abreast of employment legislation relevant to the role.
- Coordinate the annual review process, maintaining records and recording training needs.
- Provide administrative support in investigations for employee relations cases and handle first line employee relations casework (such as flexible working requests, parental leave, and absence management), escalating to the Head of HR where required.
- Work collaboratively with the HR Business Partner and People and Culture department to proactively identify and implement areas for improvement within the HR Operations services.

## 2. POLICIES AND ENGAGEMENT

- Provide administrative and logistical support for employee engagement initiatives, including the Investors in People accreditation process.
- Support on the creation and delivery of internal communications and engagement.
- Provide administrative and logistical support for organisational and departmental meetings, events, and engagements.
- Manage the schedule for HR policy updates, sending reminders and liaising with the Governance and Operations Project Manager, HR Business Partner and Mission Personnel Operations team where required.
- Proactively maintain and update the staff handbook and related resources.

## 3. RECRUITMENT, ONBOARDING, AND INDUCTION

- Facilitate and support recruiting managers to run successful recruitment processes providing guidance on the process and good practice.
- Maintain the BMS recruitment guidelines and materials, ensuring they reflect current practice.

- Strengthen BMS recruitment processes through learning, applying best practice and ensuring the process is reviewed periodically and changes made, considering inclusion, safeguarding and values.
- Provide excellent candidate experience to enquirers and applicants.
- Assist in job evaluations as required.
- Prepare and ensure sign-off of employment contracts, liaising with the Head of HR and Director of People and Culture where required.
- Ensure new starters are appropriately and thoroughly onboarded, including conducting appropriate pre-employment checks (such as DBS)
- Facilitate line managers to induct staff to BMS, ensuring induction is completed on time.
- Provide a thorough and high-quality HR induction to cover core content for new starters such as policies, procedures, benefits, tools (such as using the HRIS) and where to seek support.

#### **4. MISSION WORKER SUPPORT**

- Manage bookings and related administration for Home Assignment properties and ensure the check in and out process is clear and efficient for guests.
- Ensure Home Assignment properties are fit for purpose and suitable for guests, ensure properties are cleaned, stocked with essentials, maintained and the property guide is up to date, liaising with FOPs where appropriate.

#### **5. OTHER DUTIES**

- Work in accordance with BMS values, policies, and procedures.
- Participate in the development of organisational culture through staff away days, organisational events, training, and consideration for those we serve overseas and our UK supporter base.
- Such other duties as your line manager may from time to time be considered necessary and suitable.
- Specific learning and development opportunities that support organisational development.
- Specific learning and development as agreed with your line manager related to your role.

## **PERSON SPECIFICATION**

### **SKILLS, KNOWLEDGE, AND EXPERIENCE**

#### **Essential**

CIPD Level 3 or equivalent HR experience

Excellent interpersonal and customer care skills

Confidence with MS365 suite of applications

Comprehensive time management and strong organisation skills

Ability to multitask, prioritise and work to deadlines, ensuring attention to detail.

Experience of using databases and ability to manage and interpret data.

Fluency in English with excellent verbal and written communication skills

#### **Preferred**

Understanding of the charity sector

CIPD Level 5 or equivalent HR experience

Experience of managing and using an HR Information System

Working knowledge of employment law, safeguarding and GDPR

## **PERSONAL QUALITIES**

### **Essential**

Self-starter and highly organised

Flexible, agile, and willing to take initiative.

Take confidentiality seriously and appropriately.

Service oriented for colleagues and candidates.

Warm, engaging, and professional

Self-aware with a growth mindset

Comfortable with expression of values as inspired by Jesus Christ

Personal values align with BMS' mission, values, and goals.

## **SPECIFIC OCCUPATIONAL REQUIREMENTS**

The job-holder must have the right to live and work in the UK

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement

## **SAFEGUARDING:**

An enhanced DBS check is required.