



# Job Description

<b>Job title</b>	<b>HR Business Partner (Adoption cover)</b>
<b>Reporting to</b>	Director of People and Culture
<b>Location</b>	Swindon based (hybrid working with 40 percent office presence)

## What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

## Summary of role

The focus for the HRBP role is to lead on key HR processes across the business unit, ensuring there are efficient HR processes to support and enhance Bible Society's strategic goals and objectives and enable Bible Society to achieve greater organisational effectiveness through its people. The HRBP is the primary contact for the business unit on all HR matters to advise the business and support the people.

The ability to be agile, to changing business needs across a range of activities, is key to the success of this role. This includes areas like recruitment, employee relations, performance management, project management, training and development. This role also supports the HR team and organisation to be data-driven in their people decisions and processes, through generating and analysing relevant data.

## Main responsibilities

### HR Business Unit Support

- Support your business units (leaders and employees) with all HR and people matters
- Supervise and support the work of an HR Officer
- Assist in translating department strategy into operational needs
- Work with line managers to provide effective management of employee relations as well as starters / leavers in your business units
- Lead on strategic people development for business unit and discuss the future people skills with the directors
- Cover urgent matters in the other business units as required and work closely with other members of the People and Culture Team

### Recruitment

- Work with hiring managers to ensure job description is updated and if needed, lead job evaluation with Croner

- Lead on the full recruitment cycle to meet organisational needs and build an inclusive and diverse workforce
- Oversight of advertisement, short-listing, interviews, and job offers, supported by the HR Officer

### **Employee performance management and development**

- Support in the management of an employee PDR system that is creative, inspirational and has the ability to recognise and reward individual and team performance
- Advise the business on PDR methodology and support alignment to strategic goals
- Support organisation quarterly reviews and oversight of healthy performance and behaviours

### **Learning and Development**

- Prepare and present training sessions related to specific HR programmes
- Support with facilitating workshops and meetings to cascade internal communications to employees
- Working closely with the Internal Communications Specialist, facilitate workshops and meetings to cascade internal communications to employees

### **HR analytics**

- Analyse the feedback from employee surveys, make recommendations on enhancements that could be made to improve employee engagement
- Support with preparing and maintaining reports related to specific HR projects, e.g. absence, turnover, training, salary review, people statistics, diversity measures, etc

### **Culture**

- Promote and live out Bible Society's values, as central to the organisational culture
- Work with and support employees to ensure appropriate internal programmes are in place to support an internal culture of Bible confidence
- Ensure that new employees are supported by the organisation during their induction and probation
- Support employees to access and make the best use of benefits

### **General**

- Work with teams based at two other sites (London and Bala), and remote teams, to ensure HR practices and processes are carried out in a professional manner
- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

## Who we need

### Qualifications

- CIPD qualified or equivalent HR experience

### Knowledge

- Up-to-date knowledge of legal legislation covering all aspects of HR work
- Theoretical and practical knowledge: experience necessary to understand what solutions have worked in the past and how to improve upon past mistakes
- Experience working in a faith-based or charitable organisation (desirable)

### Experience

- Significant hands-on experience of recruiting employees into an organisation, to enhance and build the culture
- Experience leading on employee relation issues and formal processes (grievances / disciplinaries) and sickness management
- Some experience of mentoring, or overseeing the work of junior staff (desirable)
- Experience of supporting and managing common employee requests, such as maternity/ paternity leave, extended absences, flexible working requests and contract amendments

### Skills

- Excellent interpersonal and relational skills with evidence of building a high level of trust and confidence with all stakeholders, including internal senior leaders
- Confident supporting managers to deal with issues that may affect their teams
- Ability to be able to listen to the needs of staff and implement solutions that address their specific needs
- Proven ability to manage multiple projects efficiently, and to build positive working relationships with colleagues and stakeholders and deliver projects on time and on budget
- Ability to improvise as organisations are always evolving and changing, so must be able to foresee and implement multiple solutions
- A highly efficient professional, well established in organisational environments that are fast-paced and challenging
- IT skills in a variety of packages/systems
- Confident in analysing data, creating reports and communicating findings (desirable)

### Personal attributes

- Flexible and willing to help when workloads are high
- Trustworthy and confidential
- Calm when working under pressure and dealing with people
- Proactive 'ideas' person
- Good attention to detail

- People orientated and customer focused
- Can think on your feet and react quickly to situations/requests
- Desire to seek out opportunities to learn
- Able and willing to travel nationally
- Well-organised at all times when multitasking
- A team player who collaborates well with all stakeholders

## Culture and character

### Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

### Character

As well as recruiting for talent, experience and expertise we are also very interested in the character of our staff and would like to know how you demonstrate the following:

**Character for leadership** – you will be self-aware and know what it takes to connect well with others, which will enable you to inspire, challenge and support them.

**Character for teamwork** – you will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you will recognise our organisational structure, vision and mission and will constructively and proactively support these so we operate effectively.

**Date produced:** 23 April 2018

**Updated:** February 2026

**Bible Society**  
 Stonehill Green, Westlea, Swindon SN5 7DG  
 Registered charity 232759  
 01793 418100  
 Biblesociety.org.uk  
**Patron: His Majesty the King**