



OMF International UK
Human Resources Administrator

Recruitment Pack





Are you excited about seeing Christians in the UK and Ireland engage in world mission? Our Human Resources Administrator will provide high-quality Human Resources, enabling the delivery of OMF (UK)'s overall organisational strategy.

The successful applicant will also play an important role in maintaining a positive Christian culture throughout the organisation. All this is vital for our vision to be a catalyst for the Church sharing the good news of Jesus Christ in all its fullness among East Asia's people through all aspects of life.

Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 150 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: omf.org/uk/about-us/our-story/



Job Description: Human Resources Administrator

Job purpose:	To support OMF UK in its delivery of the overall organisational strategy through providing high-quality HR services and Payroll services. This will be carried out while maintaining a positive Christian culture throughout the organisation.
Responsible to:	Director for People & Culture and Finance Manager
Terms:	Full time (35 hours per week)
Salary:	£28,000-£30,000

There is an Occupational Requirement for this role to be held by a committed Christian.

Main duties and responsibilities

Human Resources

- Act as a point of contact on all HR matters. Applying a Christian mind and attitude to HR matters maintaining a Christian culture and representing the values of the organisation throughout the HR processes and practices
- Ensuring that the organisation is legally compliant and reflecting its values in HR processes
- Provide timely advice to managers contributing to effective management of and support for staff, including areas such as performance management, absence management, employee wellbeing and engagement, and compliance with policies
- Ensure the HR Handbook is updated with any legal changes and ensure Christian values are embedded throughout our policies and line managers are equipped to apply them appropriately
- Encourage informal one-to-one resolution if relational issues arise, in keeping with ACAS guidance and biblical principles
- Pray with and for employees who require HR input due to matters such as sick leave, family emergencies or disciplinary or performance concerns
- Maintain our human resources information system and ensure it is being utilised by team members, including maintaining accurate records and providing operational support
- Facilitate core processes such as the appraisal process, training & development and flexible working applications
- Lead on the recruitment and onboarding of new employees including considering equality law issues in recruitment, in relation to the issue of whether an occupational requirement should be asserted that the role must be undertaken by a Christian
- Work with the Finance team on payroll to ensure all staff are remunerated correctly and on time and producing accurate and timely salary review documents for the Leadership Team during the Annual Estimate process

- Contribute to the budgeting process for HR
- Oversee the volunteer process ensuring compliance throughout OMF UK
- Support the Director for People and Culture in ensuring safeguarding is part of the ethos of the organisation
- Act as point of contact for any Work Experience enquiries
- Oversee the application process for UK visas for members from non-UK countries and monitor receipt of weekly reports from visa holders. Maintain sponsor licence
- Involvement in other aspects of People and Culture department responsibilities as needed
- Communicate staff updates through the UK Newsletter and Team News

Occasional Requirements

- Maintain up-to-date manuals for the role, describing responsibilities and procedures
- Participate in daily office prayers and devotions. Lead office prayers regularly
- Attend relevant HR training events as applicable
- Any other duties as assigned by the Director for People and Culture

Person Specification

Human Resources Administrator

	Essential	Desirable
Education	3 A Levels or equivalent	CIPD Qualification (ideally level 5 or above)
Work experience	HR Administration experience	3 years HR Generalist experience
Abilities	<p>Strong administrative and IT skills</p> <p>Excellent written and verbal communication skills</p> <p>Proven experience of effective teamwork</p> <p>Good relational and interpersonal skills</p> <p>Ability to multi-task</p> <p>High regard for confidentiality</p> <p>Attention to detail</p>	<p>Good understanding of UK Christian context and cross-cultural mission</p> <p>Sensitivity to organisational culture and ethos</p> <p>Able to build effective relationships quickly.</p>
Motivation	<p>Committed Christian</p> <p>Commitment to the aims and objectives of OMF International as an evangelical mission serving the East Asian Church</p> <p>Desire to provide high quality HR services</p> <p>Enjoy working to high standards</p>	Passion for world mission
Personality	<p>Conscientious about administration and able to work at a detailed level</p> <p>Friendly and courteous disposition</p> <p>Collaborative, supportive team player across the organisation.</p> <p>Calm, confident and supportive manner</p> <p>Flexible to adapt to changing requirements and able to respond accordingly</p>	<p>Resilience and ability to maintain integrity under pressure</p> <p>Enjoy gaining agreement through diplomacy and consensus</p>
Circumstances	<p>Able to work from the OMF National Office, currently in Borough Green, Kent and relocating to Manchester summer 2025-end of 2026</p> <p>To work occasional evenings/ weekends to cover meetings/ conferences</p> <p>Able to travel occasionally overseas</p>	Q

Your Application

To apply for this role, please send your CV and a supporting statement to uk.humanresources@omfmail.com

Please demonstrate in the supporting statement how you meet the criteria listed in the Person Specification, detailing your experience, skills/ abilities (giving examples where possible), which are relevant for this role.

Closing date: Thursday 7 November 10am

Terms of Appointment

- There is a Genuine Occupational Requirement for the job holder of this position to be a committed Christian.
- Salary £28,000-£30,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of probationary period and backdated to start date.
- Paid annual leave entitlement of 25 days (increasing to 27 days after 5 years) in addition to public holidays.
- This role is based at our National Office (with some hybrid and flexible working possible after successful completion of your probation period). The National Office is currently located in Borough Green, Kent with a relocation to Manchester between Summer 2025 and the end of 2026.
- Applicants must be eligible to work in the UK.