

JOB DESCRIPTION

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| Job Title: | Human Resources (HR) Manager |
| Responsible to: | Director of Finances and Operations |
| Salary: | £24,000 to £27,000 actual for 3 days per week (£40,000 to £45,000 FTE) per annum depending on experience. |
| Location: | Head Office, 5 Trinity Street, London, SE1 1DB |
| Hours of work: | Part time 3 days per week (21 hours per week) with a minimum of 2 days per week in the office. Very occasional work outside normal working hours with time off in lieu. |

USPG's Vision is:

For the churches of the Anglican Communion to experience a deeper fellowship together in Christ and be sources of transformation within their communities and beyond.

USPG's Mission is:

To partner churches across the Anglican Communion in rethinking mission, energising church and championing justice.

JOB PURPOSE:

This is an exciting opportunity to join our Finance and Operations team. We have created this new position to provide excellent HR services to our staff and to support their well-being. This position is for a candidate who is innovative and experienced in managing the employee journey from recruitment, retention, development, wellness, and performance to departure, covering the effective life cycle of an employee at USPG. This will involve dealing with complex employment matters, building effective employee relationships, robust policies & procedures, and implementation of all this across the whole organisation on a fair and consistent basis. With an increasing number of staff, this role will be a key in providing infrastructure support, developing and implementing HR strategy and will focus on staff wellbeing, enhancing training and development opportunities. The HR manager will support the Director of Finance and Operations in the smooth running of the HR function.

| Principal Accountabilities | % Time |
|--|---------------|
| <p>1. Human Resources management To manage the human resource's function and provide administrative support to the Director of Finance and Operations by:</p> <ul style="list-style-type: none">a) Managing a comprehensive human resources function to ensure USPG recruits the best employees to best fit the needs of the organisation in delivering its objectives.b) Drafting documentation related to HR operational services including those relating to recruitment processes, or amendments to the terms and conditions of employment of staff as directed by the Director of Finance and Operations.c) Create and review comprehensive induction processes to support staff when they join.d) HR and Absence Management platform: managing the online system to record absence (e.g. sickness, holiday, TOIL) and the HR management online platform. | 50% |

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|---|------------|
| <ul style="list-style-type: none"> e) Managing all HR policies and procedures, ensuring up to date and timely review, compliance with all legal requirements and good practice in the sector. f) Providing responsive coaching, advice and guidance to staff and managers on a broad range of employment related issues g) Liaising with the finance team to ensure the payroll process is implemented and all staff are paid in line with the contracts. h) Providing the monthly payroll adjustments data and liaising with the Finance Manager to ensure the smooth running of the monthly payroll. i) Ensuring timely and accurate information is available to the Director of Finance and Operations and General Secretary on HR related matters. j) Implementing, managing, and maintaining confidential staff files ensuring they are kept up to date, accurate and compliant with legislation, following guidance from the Director of Finance and Operations. k) Maintaining and streamlining HR records. Improve HR management by implementing new or updated systems. l) Ensuring that all the HR policies and procedures are up to date and available to staff as required. m) Supporting the Finance and Operations team with ad hoc tasks as required. | |
| <p>2. Strategy</p> <ul style="list-style-type: none"> a) Develop HR strategy to ensure that it supports the core objectives of the organisation and provides robust support for organisational growth. b) Support the Director of Finance and Operations with strategic thinking on recruitment, retention, performance, development and wellbeing of all employees. c) Lead in key staff initiatives, staff surveys, reward, and recognition, benefits etc. d) Have a future oriented approach for staffing needs and succession planning. | 20% |
| <p>3. Legal and Compliance</p> <ul style="list-style-type: none"> a) Maintain accurate and confidential HR records. b) Draft and sign off contracts of employment and variations to contracts c) Ensure updates to the Staff Handbook are speedily managed d) Ensure compliance with people-related data protection, GDPR, employment law and organisational policies. e) Support the Finance team by providing necessary documents and records for audit purpose. f) Work with the Volunteers Lead to ensure the volunteer policies and procedures are compliant with appropriate law and good practice. g) Work with Global Mission Lead to support the people's programme's policies and procedures and legal compliance in terms of HR related matters. | 5% |
| <p>4. Performance, Training, Development and Wellbeing</p> <ul style="list-style-type: none"> a) Manage and facilitate training and development across the organisation, ensuring it contributes to the achievement of the organisation's strategic needs. b) To coordinate, develop and support annual appraisals and regular supervision processes across the organisation, to ensure they align with organisational objectives. c) Manage and deliver targeted training and development for the organisation on a yearly basis. d) Support staff by sign posting to appropriate training interventions / providers. e) Ensure that general training is coordinated and delivered throughout the year across the organisation. f) Promote teamwork and staff development opportunities. g) Ensure and manage a fit for purpose employee assistance programme. | 25% |

**HR MANAGER
PERSON SPECIFICATION**

This form shows which criteria are essential and which are desirable for the job. They have been marked as appropriate.

E = Essential criteria. The job cannot be done without them.

D = Desirable criteria. Can help the job to be done more effectively.

| EXPERIENCE AND BACKGROUND | E | D |
|--|----------|----------|
| Proven HR Organisational and administrative experience for 5+ years | ● | |
| Educated to degree level, or equivalent | ● | |
| HR professional certification / CIPD membership | ● | |
| Administration qualification | | ● |
| HR management and administrative experience in the Church or not for profit sector | | ● |
| Experience with International cross-cultural team and complex environment | | ● |

| SKILLS AND ABILITIES | E | D |
|---|----------|----------|
| Excellent Organisational skills with strong attention to detail, especially record-keeping and electronic filing | ● | |
| Successfully developed and implemented organisational change | ● | |
| High team collaboration and empowerment skills | ● | |
| Strong written English and numeracy skills | ● | |
| Excellent skills on Microsoft Office software (Word, Excel, PowerPoint, office 365) (other CRM skills will be plus) | ● | |
| Good interpersonal and verbal communication skills, professional telephone manner | ● | |
| Ability to forward plan and schedule workflows | ● | |
| Able to relate to and work with people from a range of backgrounds and nationalities | ● | |
| Ability to assimilate information quickly and produce updates of workplace policies. | ● | |
| Excellent time management skills; able to work proactively unsupervised and use own initiative | ● | |
| Knowledge and understanding of health & safety, fire and building safety requirements | | ● |
| Ability to be flexible and work as an effective member of a team | | ● |

| KNOWLEDGE, UNDERSTANDING AND GENERAL | E | D |
|---|----------|----------|
| Inspired by the work of USPG and in agreement with its Christian ethos* | ● | |
| Able to travel occasionally within the UK for USPG events | | ● |
| An understanding of GDPR, and other employment legislation | ● | |
| Understanding of contracts | ● | |

* "As this is a strategic post within an actively Christian setting, applications should be from committed Christians. Schedule 9, Part 1:3(a) of the Equality Act 2010 applies"