

JOB DESCRIPTION: People Care Co-ordinator

Team:	<p>People Care</p> <p>Responsible to: People Care Manager</p> <p>Other key working relationships: Lead Member Care Coordinator, Personnel Finance Co-ordinator, People Care Team, Country Team Leaders</p>
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Summary:	<p>Participate in the screening, selection and preparation of Partners.</p> <p>Member care for Partners, throughout their service and at the end of their time with Interserve</p> <p>Develop effective relationships with Partners and sending churches and supporters</p> <p>Undertake People Care/HR admin and provide support to the People Care Manager as required</p>
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Role:	<ul style="list-style-type: none"> • In conjunction with the Lead People Care Co-ordinator, assist with the enquirer and selection process, including the administration, for GBI based and Overseas Partners; • Support the preparation, orientation, and placement of new Partners • Ensure that overseas Partners, in designated countries and GBI Country Team receive appropriate member care in their location and continue to maintain a healthy Christian life; • Foster and maintain a relationship with sending Churches of Partners, in conjunction with Connections Team • Member care for overseas Partners in designated countries whilst in the UK, including making appropriate arrangements for Home Assignment and end of service; • Support Partners through major transitions including their physical, emotional, and spiritual health; • Organise Partner Review Days and provide administrative support to and effective communication with the relevant Partners; • Organise debriefing for Partners • Ensure that Partner records, including on Link 2 Serve and Salesforce, are kept up-to-date and comply with UK requirements; • Ensure Partner and staff records are kept up to date on Breathe HR, including DBS checks and renewals • Support People Care Manager with HR processes for staff, such as recruitment, onboarding and training <p>OTHER</p> <ul style="list-style-type: none"> • Attend and participate in Christian worship and prayer on a regular basis and lead devotions and prayers at daily prayers, team events and meetings. • Represent Interserve and its ethos to internal and external contacts.
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	<ul style="list-style-type: none">• Participate in an appraisal process, agreeing and reviewing objectives in conjunction with the Line Manager.• Accept any such tasks in line with the above core activities that may from time to time be required to further the work of Interserve.
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