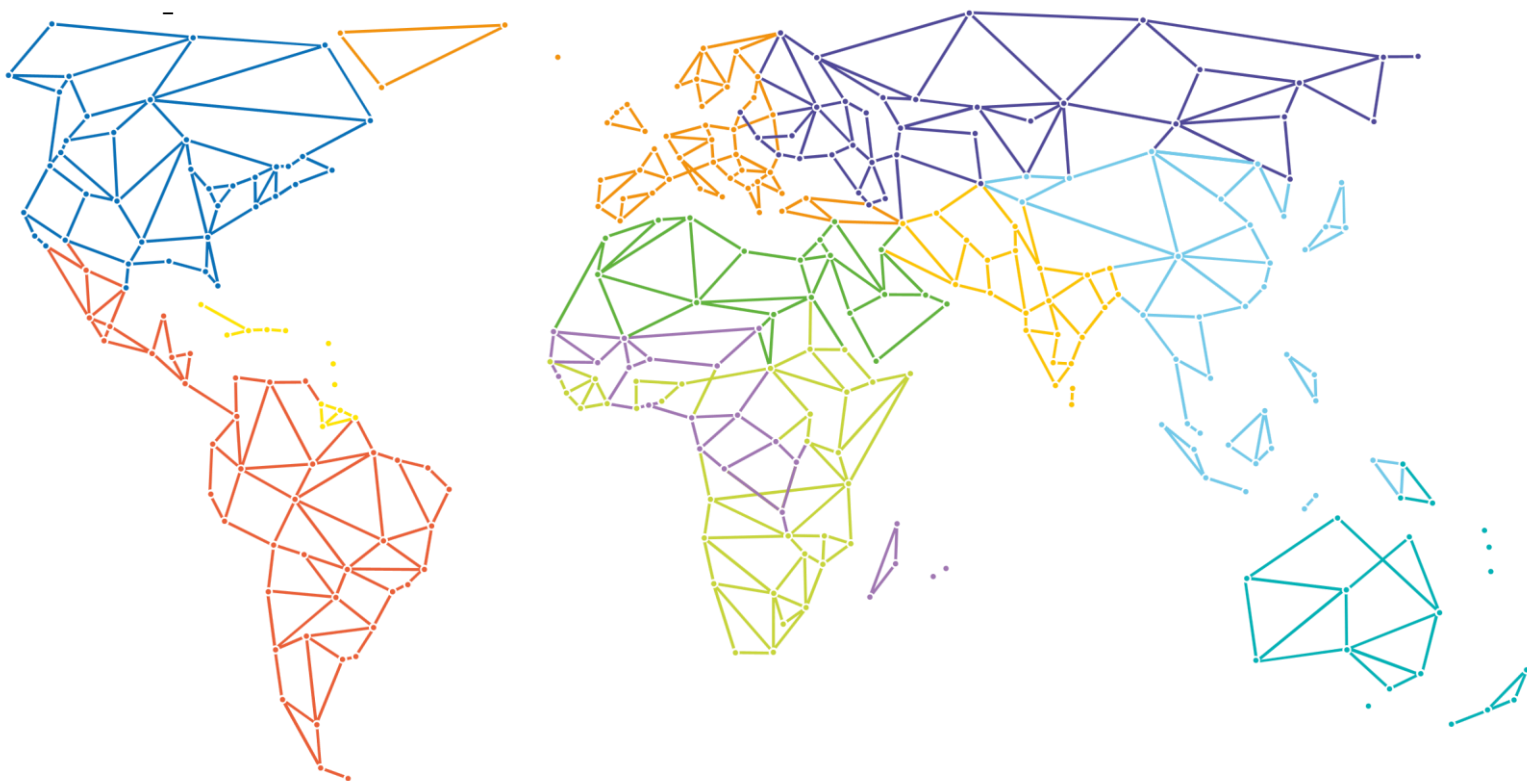




**HR OFFICER**  
Recruitment Pack





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## IFES VISION

We are a movement of students sharing and living out the good news of Jesus Christ. Locally. Nationally. Globally.

IFES works in more than 180 countries and territories to establish and support student-led indigenous Christian movements. At the heart of everything we do is the desire to see students thriving together as communities of disciples, transformed by the gospel and impacting the university, the church and society for the glory of Christ.

## IFES VALUES

- **Faithfulness to Scripture:** The Bible is the ultimate authority and inspiration for life and all aspects of our ministry. We emphasise the loving, studying, living and sharing of God's Word.
- **Prayer:** We pursue and maintain a posture of humility and dependence on God through prayer in our ministry.
- **Community:** We seek to cultivate vibrant local, regional and global communities that encourage fellowship and learning and enhance our mission.
- **Student Initiative:** We are a ministry of students reaching students and we believe in students taking the initiative in all aspects of witness to the university.
- **Unity in Diversity:** We value the diversity of God's creation and the body of Christ. We draw participants from diverse ethnicities, cultures, languages, and church traditions as a worldwide fellowship.
- **Partnership:** We believe we are more effective in our work when it is done together. We accomplish our mission in partnership with one another, with the local church and like-minded organisations around the world.

# A LETTER FROM THE HEAD OF HUMAN RESOURCES



Thanks so much for your interest in joining the HR team.

The HR team is a part of the People & Culture team. The aim of People & Culture is to build healthy teams that produce fruitful ministry. From the moment people first join IFES right through to when they leave, we want them to feel valued, to be treated fairly and consistently, and to remain healthy, fruitful, and resilient in their life and ministry. All that we do in HR has 'caring for our people' at the heart.

The HR Officer is a crucial role in fulfilling this aim, and we'd love you to come and join us.

We need our HR Officer to be someone who is strong in getting things done, with a keen eye for detail, and who can effectively influence and support others living and working in the diverse contexts around the IFES world. A positive attitude, flexibility, and a desire to contribute to a flourishing HR team are also essential.

This is an excellent role for someone with established experience in HR looking to take the next step into a role requiring more responsibility and offering opportunity for initiative.

We're praying for God to bring the right person to join us. If you think that might be you, we look forward to considering your application.

Warm regards,

A handwritten signature in black ink that reads "P Bagg". The signature is written in a cursive, flowing style.

**Pauling Bagg**  
IFES Head of Human Resources



*Where do you start when something is so good, you're stuck for words? Talking about IFES can sometimes feel like that. It's global. It's national. It's local. It is, as former Lausanne Movement Chair Doug Birdsall once said, "evangelicalism's most strategic global network – no other organization has such reach."*

**INSIGHTS INTO IFES: CONEXIÓN DECEMBER 2023**

# ROLE DESCRIPTION

**ROLE TITLE** HR Officer

**ROLE PURPOSE** The aim of People and Culture is to build healthy teams that produce fruitful ministry. The initial focus is IFES-appointed staff, with an openness to serving national movements as they request and as People & Culture capacity allows. Though responsible for a significant portion of the People & Culture plan, this role should be done in coordination with those implementing other portions of the plan. The HR Officer will support the provision of a quality HR service to IFES staff through being primarily responsible for recruitment, employee relations, learning and development, people well-being and safety.

**RESPONSIBLE TO** Head of Human Resources

- RELATING TO**
- The Head of HR (Supervisor)
  - The HR Senior Administrator
  - The People & Culture team
  - IFES staff and teams

## KEY TASKS AND RESPONSIBILITIES

### RECRUITMENT AND ORIENTATION

- Manage all recruitment including advertising, selection, appointment letters and contracts
- Ensure all recruitment practice is legal and fair
- Work with secondment agencies and other support agencies to ensure clear and effective secondments.
- Ensure appropriate orientation and induction is in place
- Deliver HR orientation module to new staff
- Oversee the probation process

### EMPLOYEE RELATIONS

- Be the first point of contact for all employee relations issues, including disputes, health issues, attendance concerns, behavioural concerns, wellbeing etc.
- Be a level 1 user on the UK Visas Sponsorship Management System

### STAFF LEARNING AND DEVELOPMENT

- Work with the Head of HR (and SSTD where appropriate) to:
- Develop a Learning & Development strategy
- Implement L&D strategy

- Monitor and develop the appraisal process
- Ensure all employees have a PDP
- Design and provide training for new and current supervisors

#### POLICIES, PROCEDURES, TEMPLATES

- Work with the Head of HR to devise and maintain standard documents and templates for core operational functions
- Create and revise HR procedures, ensuring these are up to date
- Develop and maintain clear HR policies

#### HR PROJECT MANAGEMENT

- Manage team projects, especially HR services provided to staff
- As assigned, provide project management to new P&C projects, including developing project timelines, milestones, communicating with stakeholders, providing updates and reports.

#### PEOPLE WELLBEING AND SAFETY

- Work with UK Office Facilities Management to ensure health and safety needs are met.
- Provide safeguarding training in line with IFES Safeguarding Policy and procedures.
- Serve as the Safeguarding Officer, ensuring IFES events also have a Safeguarding contact.
- Administer, promote, and track usage of staff benefits schemes

#### MANAGEMENT AND REGULATORY OVERSIGHT

- Be a first point of contact for staff on employment law advice and compliance
- Ensure HR data complies with GDPR

#### PAYROLL

- Work with the Head of HR on salary modelling and administration

## OXFORD OFFICE TEAM VALUES

**CULTIVATION** - We encourage each other to grow both personally and professionally. We recognize, affirm, and develop our gifts and skills, so that each person is empowered to thrive.

**INTENTION** - We link our work activities into the vision and strategy of IFES and prioritize accordingly. We aim for excellence and professionalism in all that we do.

**COLLABORATION** - We work together in caring and inter-dependent relationships. Our actions, communications, and decision-making foster a unified office team made up of many parts, serving a global fellowship.

**VOCATION** - We seek to ensure that our actions are an authentic expression of who we are called to be and what we are called to do. We serve together, and serve others, with humility, integrity, and honesty.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• University degree or equivalent</li> <li>• GCSE's A-C in Maths and English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• HR Qualifications e.g. CIPD</li> <li>• Safeguarding Qualifications</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• HR experience in cross-cultural context</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Officer</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent Verbal Communicator</li> <li>• Computer Literate</li> <li>• Problem-solving</li> <li>• Good typing and telephone skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in HR Software e.g. BambooHR</li> <li>• Operational in all 3 official IFES languages (English, French, Spanish) or willingness to learn.</li> </ul>
<b>DISPOSITION / PERSONALITY</b>	<ul style="list-style-type: none"> <li>• Good at building rapport</li> <li>• Adaptable and Patient</li> <li>• Calm and Professional</li> <li>• Excellent attention to detail</li> <li>• Positive attitude and solution-focussed</li> <li>• Driven to achieve targets</li> </ul>	
<b>MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Passion for helping others</li> <li>• Affirm IFES mission, doctrinal statement, and values</li> </ul>	
<b>AVAILABILITY</b>	<ul style="list-style-type: none"> <li>• Occasional travel UK &amp; Overseas</li> </ul>	



*One of the most beautiful images in the Bible is the thriving tree in Psalm 1, which bears fruit season after season and has leaves which never fade. This tree is thriving because it is planted in a good place, its roots fed by streams of life-giving water.*

*Like the tree in Psalm 1, IFES is intentionally rooted in God's Word. Our hope for the years ahead is that, as we continue to draw from these life-giving roots, God will help us to thrive together as a global fellowship.*

**TIM ADAMS, IFES GENERAL SECRETARY**



# TERMS AND CONDITIONS

LOCATION	Oxford, United Kingdom. Hybrid working is welcome in this role, with at least 3 days in the office per week.
SALARY	£31,500 - £36,750 per annum – dependant on experience
HOURS	Full time - 37.5 hours per week. Normal working hours are Monday to Friday.
CONTRACT TYPE	Permanent
PROBATION PERIOD	3 months
NOTICE PERIOD	2 months (after probation period)
PENSION	IFES is an auto enrolment employer. You will be enrolled into a qualifying scheme and IFES will pay 10% of qualifying earnings towards your pension.
ANNUAL LEAVE	33 days (inclusive of Bank Holidays)
OTHER BENEFITS	<ul style="list-style-type: none"> <li>· Access to Cycle to Work Scheme</li> <li>· Life Insurance</li> <li>· Travel insurance for IFES Events</li> <li>· Eye care vouchers</li> </ul>
OCCUPATIONAL REQUIREMENT	IFES is an organisation with a distinctive Christian ethos. This post is subject to an Occupational Requirement under provisions made in the Equality Act 2010. Applicants should therefore demonstrate a firm Christian commitment and agree with the IFES doctrinal basis and ethos statement.
SPONSORSHIP	This role is <b>not available</b> under sponsorship. We will only be able to consider applications from candidates who already have permission to work in the UK.



## APPLICATION PROCESS

If you would like more information about the role or require the application form in another format (i.e. large print), please contact Matthew White at [hr@ifesworld.org](mailto:hr@ifesworld.org).

### APPLY

To apply, click the **"Apply for this job"** button in the job advert on the IFES Website and complete the application form. Please note that in the application form you will be asked to upload a signed copy of our [doctrinal basis form](#), click the link to download and sign.

APPLICATION DEADLINE:

7 JULY 2024

INTERVIEW DATES:

10 & 11 JULY 2024

[Please see here](#) for our job privacy notice.

IFES is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity. All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

### INTERVIEW & JOB OFFER

If you are shortlisted, you should expect to be invited to interview within 2 weeks of the application closing date.

OFFERS OF EMPLOYMENT ARE MADE SUBJECT TO

- Evidence of eligibility to work in the UK
- Three satisfactory references. References are only requested once an offer has been made. We will ask your permission before contacting them.



**INTERNATIONAL FELLOWSHIP OF EVANGELICAL STUDENTS**

We are a movement of students sharing and living out the good news of Jesus Christ.  
Locally. Nationally. Globally.