

<b>Job Title</b>	Head of HR and Resourcing
<b>Responsible to</b>	Senior Vicar (Line Manager)
<b>Direct Reports</b>	Communication and Media Manager

## **Liaises with**

The Exec, all SPH staff, PCC, SPH congregation, volunteers, visitors, parish residents and members of the public.

## **Key Areas**

Leads and is accountable for the HR strategic planning and day to day operational management and coordination of ministry, operations/ facilities staff and volunteers, ensuring the smooth running of St Paul's Hammersmith (SPH). This includes the development and oversight of policies, processes and structure needed to support the church staff and leadership in all aspects of the employee journey - recruitment, induction, compensation and benefits, performance, training and development through to exit.

Oversees an effective communication strategy and schedule both internally and externally to ensure that the SPH vision, mission and strategic priorities are supported.

Works with the Head of Culture and Development, ensuring the effective stewardship of SPH assets and resources.

The H.o.HR and Resourcing will provide proactive HR support and direction to the wider team enabling a culture that reflects the SPH values and enables 'whole person' discipleship at all levels of SPH.

Develop and co-manage a volunteer, sabbatical and work experience and apprentice strategy.

## **Overview of Role**

### **Ministry**

- Ability to work and lead within the full scope of SPH including the charitable trusts, facilities, properties, ministries, staff, volunteers and their respective ministry responsibilities.
- Work with leadership in identifying and incorporating a consistent and comprehensive human resource ministry that supports and resources the staff and leadership in accomplishing the church's overall vision, mission, and values.
- Actively support day to day HR functions to resource and manage all aspects of SPH.
- Works collaboratively with Communications and Media Manager to ensure effective internal and external communication strategy and budget.
- Offer strategic insight and provide leadership on best practices, people development, and organizational management to facilitate the SPH mission.
- Lead efforts on recruitment along with staff and culture development.

### **Spiritual Development**

- Support and models individual whole person discipleship - (weekly worship, prayer, scripture reading; small group, volunteering, etc.).
- Understands, supports and enables SPH vision and values to be demonstrated in action.
- Be or become a regular member of SPH.

### **Leadership**

- Working with the HR Chair, create agenda, attend and assist in facilitating the HR Committee meetings.
- Maintain and be involved with external networks addressing specific HR issues and concerns.
- When needed and requested, attend PCC meetings to provide recommendations and insight and leadership on various HR and Communication matters and concerns.
- Keep abreast of changing legislation and laws affecting church HR. Consult with church legal counsel on matters needing expert advice. Expand SPH's network with churches for support and ensuring of best HR practice.
- Oversee annual benchmarking comparison of best practices including wellbeing and engagement, succession planning etc., making appropriate recommendations to leadership on changes and other relevant matters whilst not compromising sound stewardship and the SPH values.
- Make recommendations of staffing options and structures to maximize the giftings and talents of staff and volunteers in line with ministry needs.

### **Volunteers and Lay Leadership/recruitment**

- Identify and invest in relationships of people who have a passion for and expertise to share in the human resources ministry area, particularly those focused on leadership and training development and other areas of HR that are not confidential in nature.
- Continue to research and develop potential pipelines of talent in line with current and future needs for the staff, ministry and PCC teams respectively.

### Key responsibilities

#### **Owns, deliver and communicates an effective system of HR policies, procedures and practices**

- Supports and integrates an 'end to end' intelligent HR system of HR policies, procedures and practices that support every aspect of the employee's journey from recruitment and induction through to performance and development through to exit. Ensuring that the staff hand book and all polices are compliant with relevant legislation and Equal Opportunities best practice.
- Advise and ensure that all recruitment and contract documentation are in line with UK Border and Visa legislation and references etc., are taken appropriately.
- Review and maintain a 'fit for purpose' performance system throughout the SPH structure for both staff and volunteers ensuring that performance measures are in line with the SPH strategic priorities and vision including discipleship and staff wellbeing.
- Works with Finance to ensure that there is a robust risk management in place for payroll, Health and Safety, IT and People systems including sickness and annual leave.
- Builds and maintains end to end confidential personal data storage systems in line with the Data Protection Act.
- Encourages all staff and volunteers to own and engage with the relevant HR people management processes including relevant performance measures as part of their ministry, SPH values and whole person discipleship.
- Manage monthly payroll liaising with finance department and ensuring timely and accurate delivery of staff pay.
- In collaboration with the Exec Board, develops an annual Learning and development programme for staff and volunteers.
- Facilitate conflict resolution when necessary; recommend action to leadership as appropriate. Manage all investigations into Disciplinary and Grievance matters including sickness and attendance, working in conjunction with the Manager and the HR PCC Committee.

#### **Administration and Communication**

- Provide support for all reporting to the Executive and the PCC. Administrate and collate the term Operations Report for the Parochial Church Council (PCC). Provide support to the Finance team to produce monthly and PCC management reports.
- Ensure that the HR information systems are current and up to date, including staff leave and absence records.
- Works with the Exec and PCC Committee to ensure that each department has a current risk management process and schedule.
- Attend staff meetings, as needed, including retreat and team days and other regularly scheduled meetings as identified.
- Provide resources, documentation including any necessary accurate statistical information and management reports and communication for SPH leadership, exec board, PCC as directed.
- Provide leadership in the coordination of special events including Event management of annual staff Christmas party and ad hoc social and retreat activities, church-wide conferences and training e.g. Church Weekend Away, annual Staff Retreat, HTB Leadership conference, external Christian events, liaising with other organisations where necessary.

### **Oversees a timely and cost effective communications strategy and schedule.**

- Oversees the internal and external communication strategy and media budget, enabling appropriate communication and consistency that is reflective of the SPH strategic priorities, vision and mission

### **Develop and co-manage a volunteer, sabbatical and work experience strategy**

- Working with the Leadership develop a discipleship based strategy for an ongoing church-wide and beyond process to recruit, train, and support volunteers from recruitment, screening, training, scheduling, supervision, support, and evaluation of volunteers. Expanding the volunteer opportunities to include sabbaticals and work experience individuals.

This strategy will:

1. Ensure that volunteer activities contribute to the overall goals and mission of the church and the whole person discipleship.
2. Ensure that the Assignment of volunteers to tasks/roles are reflective of their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks.
3. Provide comprehensive volunteer opportunity information and publicity using social media, website, testimonials and social evenings etc., to enhance the volunteer experience and to attract relevant and interested individuals.
4. Include plans to network and collaborate with other non-profit and volunteer organizations.

Implementation plan will include:

- The development of materials and forms needed, including Volunteer Handbooks, Training Manuals, Job Descriptions, etc.
- Opportunities for coordinated volunteer appreciation and recognition activities.
- Develop an annual evaluation and feedback process for volunteer performance.
- Partnership with other local churches and charities to cooperatively train volunteers.

### **Essential Skills**

- Strong active Christian faith and a passion for a Godly working environment
- Demonstrated leadership and line management skills in a current or recent HR position
- Experience of working in matrix organisations/multisite working/facilities and or operational environment
- High attention to detail
- Strong customer service ethic
- Excellent administrative skills
- Ability to work well with others and in multiple teams in friendly professional manner
- Brilliant interpersonal skills, comfortable in new, unstructured and unpredictable situations
- Show drive, initiative and ability to work independently
- Excellent written and oral communication skills
- Discretion
- Ability to multi-task and prioritise
- Ability to work well under pressure and meet deadlines
- Proficient IT skills including Microsoft Office

## JOB DESCRIPTION

### **Desirable Skills**

- Experience in a church environment
- Experience of facilities management
- Project management experience
- Familiar user of social media

### **Education/ professional**

- Bachelors or Masters Degree.
- CIPD membership and or professional qualifications
- Financial numeracy
- Proven success in talent acquisition/recruitment and people development

### **Working Requirements**

- Monday-Friday, 9.30am-5.30pm
- The role is generally Monday – Friday however staff are required to work some evening and weekends on key dates (rota time shift or time off given in lieu)
- Key church services: St Paul's Easter, Pentecost, Harvest and Christmas services
- Key church events: i.e. Annual Parochial Church Meeting, Church Weekend Away
- Staff events: Staff Residential Conference (once a year – Sept); development and training events
- 25 days annual leave per year; 1 retreat day per year
- Attendance Tuesday morning staff meeting