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| Role Title: | Head of HR  |
| Office Location: | The Lighthouse, Woking |
| Days and Hours of Work: | 30 - 37.5h per week (flexi/hybrid) |
| Reporting to: | Executive Director |

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| **Role Overview** |
| Emmaus Rd is a vibrant and growing church family with congregations currently in three towns (Aldershot, Guildford and Woking). Our vision is to play our part in reaching the region with the good news of Jesus, and to resource the 24-7 Prayer movement, of which we are founder members.We are looking for a passionate and experienced leader to strengthen our HR capabilities and provide HR leadership at a pivotal time in our church’s growth. This is an exciting opportunity to lead and shape our HR function, embedding sustainable and scalable HR solutions for our dedicated teams. The Head of HR will be responsible for embedding best practice and helping to foster a positive workplace culture. This role involves managing the employee lifecycle for a staff team of c.70, maintaining the operational delivery of HR support, contributing to and leading in a supportive work environment, and developing new HR strategies in response to staff need. This role is part of our central operational team, which supports staff who are employed by our two charities, Emmaus Rd Community Church (ERCC) and Emmaus Transformation Trust (ETT). ETT is a subsidiary charity of ERCC and has been set up to lead social transformation projects in each town, in connection with The Lighthouse buildings. |
| **Key Responsibilities** |
| 1. **Leadership of the HR function for Emmaus Rd Community Church and Emmaus Transformation Trust**
* Work with teams and key stakeholders to implement a comprehensive HR function, supporting staff to foster a thriving workplace.
* Identify, scope and lead new HR projects as required, to support our growing teams.
* Own and effectively steward HR budgets and resources.
* Provide strategic advice on HR matters to senior leadership when required.
1. **Managing the employee lifecycle**
* Manage the recruitment process from advertising to onboarding, working with hiring managers to embed best practice and attract diverse talent.
* Embed onboarding processes that ensure new employees are integrated successfully, and offboarding processes that result in a smooth handover and transition.
* Ensure clarity and consistency for managers on line management expectations, include objective setting, performance management, and learning and development.
1. **HR Operations and Support**
* Oversee HR operations, including payroll and employee records management, ensuring our HR system (Breathe) is up-to-date with staff records, policies, holiday calculations, etc.
* Ensure HR policies and procedures are compliant with regulations and stay up to date.
* Support staff with questions relating to our HR policies and practices.
* Maintain the integrity and confidentiality of staff files and records.
1. **Employee Engagement and Culture**
* Work with senior leadership and team leads to help foster a positive, collaborative, and high-performance workplace.
* Leading the annual listening exercise with staff, ensuring arising actions are carried through to strengthen our working environment.
* Ensure effective communication channels are in place for employees to voice concerns and suggestions.
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| The Individual – skills, experience, attitudes |
| * Passion for Jesus.
* Prayerful, relational and sacrificial, in line with our core values of ‘*Pray, Play* and *Obey’*.
* Level 5 CIPD accreditation or equivalent.
* HR leadership experience.
* Strong interpersonal and communication skills.
* Ability to work collaboratively with senior leadership, a diverse staff team and external stakeholders.
* Organised and efficient, able to prioritise competing demands.
* Confident to take initiative, solve problems and make decisions.
* High emotional intelligence, and the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Computer literate, familiar with Microsoft products and HR systems.

**Occupational Requirement:** This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd’s vision and mission. **Right to Work:** You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf. |