



woodlands
group of churches

HR Lead | Woodlands Church Family, Bristol

The Woodlands Church Family (WCF) is a vibrant, growing family of churches with six churches located across the city of Bristol and a vision to plant more. As we've grown, so too has our staff team, and we now have over 50 employees.

We are looking for an experienced HR professional to join our team and help us as we continue to develop our working practices and culture, so that all staff are supported and encouraged to flourish in their roles.

The Role

The HR Lead will oversee our staff recruitment, development and performance review process as well as working with our Trustees and Senior Leadership to ensure we have a healthy workplace culture and positive staff wellbeing. The HR Lead will also have a key role in compliance, ensuring we reflect current regulations and guidance in our practices and documentation.

Previous experience in Human Resources is essential, and relevant qualifications will be considered.

Occupational Requirement

As a group of churches our vision is to continually reproduce the life of Jesus. We therefore seek to create a culture and environment in our churches where every team member and volunteer is able to encourage and challenge one another and the many people who pass through the doors each day, to pursue that vision.

The role is primarily based at Woodlands Church in Clifton, Bristol. As a member of the staff team, you will be joining a faith community that meets to worship and pray together every week and we share prayer and worship moments throughout the day. Around the building, you'll often come across teams or individuals praying over their work and really speaking the language of faith.

Therefore, the role has an occupational requirement that the post holder be a follower of Jesus and a worshipping member of a local church to ensure protection of our strong Christian ethos and values, and our charitable objective of advancing the Christian faith. We also want to ensure all team members thrive and flourish in this environment.

Experience and knowledge

Essential

- CIPD level 5 or equivalent experience.
- Great people skills and the ability to balance the needs of the individual and the goals of the organisation.
- Proactive in their own Continuing Professional Development with a commitment to maintaining an excellent working knowledge of employment law and the ability to research and work with other advisors to ensure all policies and procedures reflect current legislation and best practice.
- Confident and willing to challenge any behaviour or practices that undermine compliance or undermine a healthy workplace culture.
- Experience coordinating the recruitment process for new roles including shortlisting and interviewing.
- Experience managing a performance review process.
- Willingness to work independently and pro-actively, and proven ability to multitask.
- Ability to maintain discretion where issues may be confidential in nature.

Desirable

- Experience working for a charitable, non-profit or membership organisation.
- Experience implementing initiatives to improve staff wellbeing.

Skills and Abilities

Essential

- Excellent communication skills, both written and verbal.
- Good IT skills, particularly with Microsoft Word.
- Positive attitude with ability to balance expectations, listen to, and value a large team, and creatively identify solutions.

Desirable

- Experience working with a HR platform such as Breathe HR
- Experience using MS Teams.

Terms

This is a part time, permanent contract at 3-4 days per week.

The salary for this role is £30,000 - £35,000 pro rata, depending on qualifications and experience. The annual holiday entitlement is 25 days pro rata.

The role will be primarily based at Woodlands Church in Clifton, Bristol with flexible and home working available by arrangement. A job share may be considered for this role.

The detailed terms and conditions will be contained in the post-holders Contract of Employment and the staff handbook.

There will be a three-month probationary period with a review point after six weeks. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter.

The post is subject to satisfactory references.

We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. Therefore, please only apply if you are eligible to work in the UK as we will have to verify this before you can start work.

How to apply

The closing date for applications is midnight on Wednesday 31st January 2024. This vacancy will close once we have sufficient applications.

If shortlisted, interviews will take place at Woodlands Church week commencing Monday 5th February 2024

Please contact dave.roderick@woodlandschurch.net if you have any questions about the role.

Please send all applications to dave.roderick@woodlandschurch.net and cc them to julia.shrimpton@woodlandschurch.net