

Title: HR Lead

Role Description:

To oversee the effective deployment of staff of the Woodlands Church Family in pursuing its mission and vision. The HR Lead will help guide and manage the implementation of the Trustees' strategy on the people resources of the charity. They will work alongside the Finance Manager, Premises and Operations Lead, Data Lead and Safeguarding Lead to give oversight to the key resources and core compliance functions of the charity.

The postholder is supported by the HR Administrator in fulfilling this role and has access to an Employment Law advisory service.

Specifically:

Area of Work	Main tasks and responsibilities
<p>1. Staff development, training and performance review</p>	<ul style="list-style-type: none"> a. Ensure our employment policies and procedures are up to date with all relevant law and guidance, and that our staff handbook is regularly reviewed and updated. Work with congregational leaders to ensure consistent application across each of the congregations. b. Coordinate the Performance Management/Appraisal process and ensure timely completion and follow up. Provide tools, coaching and guidelines to assist line managers to ensure a successful, healthy and well documented review process. c. Assist in the training and development of employees and work with line managers to ensure each employee has a development and training plan (including mandatory training). d. Ensure line managers have the tools and knowledge they need and conduct regular line management training so that line managers are equipped and aware of their role.
<p>2. Culture and Wellbeing</p>	<ul style="list-style-type: none"> a. Assist the Senior Leadership in designing and implementing well-being initiatives to promote healthy working practices and workplace culture. b. Coordinate staff activities that promote positive morale and enhance staff engagement. c. Monitor and evaluate employee satisfaction and engagement by using surveys and other metrics. Proactively work from the feedback and create action plans for improvement.
<p>3. Staff recruitment and onboarding</p>	<ul style="list-style-type: none"> a. Oversee the recruitment process including job advertisements, interview scheduling, preliminary interviews where appropriate, staff selection recommendations and related communication.

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	<ul style="list-style-type: none"> b. Ensure recruitment exercises are fair and decisions are well documented, taking advice from employment and HR advisers where needed. c. Work with line managers to define job descriptions and requirements in line with our existing staffing structure and pay scales. d. Oversee the induction process of all new starters. e. Ensure that line managers conduct the necessary reviews and communications during probationary periods and that there is clear communication of the successful completion of probationary periods (or otherwise).
4. Staff cessation and offboarding	<ul style="list-style-type: none"> a. Assist in the cessation of employment when necessary including working with line managers to ensure exit interviews take place, related paperwork is provided, resources are returned and IT access is appropriately revoked. Ensure legal advice is taken where necessary.
5. Staff budget and payroll input	<ul style="list-style-type: none"> a. Provide information and recommendations for the annual staff budgeting process and assist with annual reviews of our pay scales and benefits. b. Complete payroll change proformas and liaise with the Finance Manager to ensure all salary adjustments, changes in employee classification or hours are communicated with the payroll bureau by the monthly deadlines.
6. Statutory record keeping and compliance	<ul style="list-style-type: none"> a. Ensure all job descriptions are current and updated as necessary, in a consistent format. b. Ensure BreatheHR profiles are maintained and updated for all staff. c. Ensure holiday, sick leave and parental/maternity/paternity leave is appropriately planned and tracked. d. Ensure all human resource/personnel documentation and filing is appropriately completed and kept compliant with relevant laws. e. Seek to keep up to date with legal requirements affecting human resource functions to ensure all policies and procedures and reporting are compliant (with assistance from employment law advisers).
7. Visas	<ul style="list-style-type: none"> a. Oversee any applications under our UK Visa Licence and act as the authorising officer. b. Advise staff on the visa process ensure compliance with all relevant regulations.

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Line management: Accountable to David Mitchell and Ed Marsh.

Requirements:

This role requires a commitment to the Woodlands Church Family team.

Last updated: October 2023