



HR Advisor (Maternity Cover)
Application Pack

ROLE OF HR ADVISOR

As Human Resources Advisor you will be joining a small, friendly and supportive HR team providing advice and support to managers and staff across the full range of employee life-cycle activities. This is a maternity cover post, so is offered on a fixed term contract for 12 months. As this is a short-term contract, we are looking for someone with HR experience at this level who can also embody our culture as a charity with a Christian ethos.

You will provide HR advice and support, to our Centres of Mission (CoM) (which are local projects run in partnership with Diocese to share the Good News of Jesus); our central services team in Sheffield known as Co.Lab; and our Sheffield based conference centre and accommodation. You can read more about the work of our Centres of Mission here: <https://churcharmy.org/our-work/centres-of-mission/>

The HR Advisor will play a key role in developing and strengthening the relationship between the staff, line managers and HR and ensure we deliver an effective HR service which is aligned with the service to the wider organisation. The post holder will work closely with managers in making sure the Christian ethos and values of Church Army are part of their culture and practice as line managers.

This role sits within the HR team which includes other part time posts of:

- HR Advisor (Key Projects),
- Payroll and HR Administrator
- HR Administrator
- Recruitment Administrator

The team is led by the HR Manager, with the support of the Associate Director of Organisational Development.

This role suits someone who is a HR generalist with strong knowledge of key HR practices including recruitment and retention, employee relations and development and training. The ideal candidate will be experienced in working in HR and hold a related qualification such as CIPD.

We are looking for someone who:

- Has excellent verbal and written communication skills.
- Is able to handle information sensitively and confidentially.
- Is passionate about the role of HR within the organisation.
- Closely aligns with the Christian ethos and values of Church Army.
- Has good attention to detail skills.
- Enjoys serving and helping others.
- Thrives off a varied and busy workload.

As the role will be the link between HR, CoMs and our Co.Lab team, the post holder will play a key part in ensuring the vision, values and ethos of Church Army are evident. They will also bring their day-to-day experience of those areas into shaping the practice of the HR Team.

Denise Ambrose, HR Manager

JOB DESCRIPTION

Job Title:	HR Advisor (Maternity Cover)
Accountable To:	HR Manager
Relating to:	HR team members Centres of Mission and Co.Lab line managers Associate Director of Organisation Development
Purpose:	To provide a high quality and professional HR service in line with Church Army's values and culture throughout the organisation.
Objectives:	<ol style="list-style-type: none">1. Support the HR Manager in delivering operational HR projects, activities and casework.2. Contribute to the successful delivery of a professional HR service.3. To be an active participant in the life of the Co.Lab team.

*Co. Lab Team:

This role sits within our Co.Lab team which refers to the team of people whose roles have an operational focus on facilitating the work of CA across the UK and Ireland. The team comes together at regular times over the year to develop connection, collaboration and community to help us better serve the wider Church Army community.

Training

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.



Responsibilities and Key Tasks:

Advice and Support

- Provide professional advice on employment matters, including policy, procedure, best practice and employment law.
- Work collaboratively with managers, to advise and support with particular HR administration, policies and practices relevant to their area of responsibility.
- Support and advise managers, enabling them to manage and resolve performance issues, leading the development of high performing teams.
- Provide HR casework support to line managers, and advising staff as appropriate, on employee relations issues.
- Liaise regularly and proactively with the HR Manager and senior colleagues to ensure knowledge sharing and consistency of practices, giving opportunity for feedback and learning.
- Escalate HR issues to the HR Manager and seek advice from the HR consultant or legal team as required.
- Ensure the HR service within your area of responsibility is aligned with the rest of the service to the wider Church Army.
- Work with the HR Team and Senior Leaders in shaping the culture of the in your area of responsibility to align with the vision, values and culture of Church Army, representing the values of the organisation throughout the HR processes and practices.
- Be a point of contact for staff experiencing specific HR related issues that cannot be addressed via the structured supervision process.
- Support managers in managing, and responding to, sickness absence trigger points, as part of the return-to-work process.
- Support managers in accessing occupational health assessment reports and GP reports as required.
- Support employees who require HR input due to matters such as sick leave, family emergencies or disciplinary or performance concerns.

Recruitment and Induction

- Oversee the recruitment of roles for the projects and provide guidance to the administration team.
- Provide a recruitment service to managers by reviewing and developing job descriptions, advertising roles, assisting with shortlisting and interview administration where required.
- Sit on interview panels where required.
- Ensure best practice is followed for interviews, briefing panels with best practice guidelines in advance.
- Ensure pre-employment checks are all carried out and contracts are in place before an employee starts work.
- Ensure staff are appropriately inducted in line with our vision and values.

Policies and Procedures

- Work as part of the HR Team to implement new strategies, policies and procedures.
- Apply a mindset and attitude aligned to organisation values, ensuring that the organisation is legally compliant, and which also reflects its values in HR processes.
- Provide HR guidance to managers on current and new legislation.

- Review HR policies and procedures regularly in line with the review periods, ensuring documents align with Church Army culture and organisational requirements, are fit for purpose and meet the statutory requirements.
- Keep abreast of changes within employment legislation and translate how this might impact the organisation.
- Provide HR data and reports as required.

Employee Lifecycle

- Work with the HR Administrator in issuing contracts and contract related documents to staff.
- Work with the HR Administrator to ensure pre-employment checks are all carried out and contracts are in place before an employee starts work.
- Act as controller for myhrtoolkit (HRIS) and ensure that all employee information is kept on the system and is up-to-date and accurate.
- Work with the Payroll Administrator on any payroll queries related to Key Project staff.
- Model Church Army values in the role and help shape a culture in line with them

Co. Lab Team

- Be an active member of the Co.Lab team, sharing in the life, objectives and shared practices of the team
- Attend and take part in regular Co.Lab gatherings
- Share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and enquiries as required

General

- Undertake any such duties as are commensurate with the post at the direction of the line manager, or their senior.
- Be an active member of the HR team, participating in team meetings and in the overall objectives and life of the team.
- Attend an annual appraisal and regular one to ones with your line manager.
- Undertake any training or professional development as required for the role as identified in an appraisal or supervision.
- Adhere to Church Army's contractual and non-contractual policies at all times. These are outlined in the Staff Handbook.
- Act in the best interest of Church Army at all times

PERSON SPECIFICATION

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

ESSENTIAL	DESIRABLE
Knowledge, Experience and Understanding:	
HR related qualification such as CIPD	An active and genuine Christian faith, demonstrated by regular involvement in a local church
Experience of advising on formal HR processes	Experience of developing policies and procedures
Up to date knowledge of employment law and best practice	Experience working in the charity sector
Good understanding of data protection principles and practice	Knowledge of Republic of Ireland employment law
Understanding of working in a Christian ministry setting	Knowledge of Anglican structures
Key Skills	
Time management: efficiency, flexibility and able to manage priorities	Minute taking skills
Attention to detail	
Good IT skills, including Office programmes such as Word and Excel	
Able to quickly build strong relationships and influence at all levels	
Attributes	
Approachable and empathetic	
Professional and credible	
Able to work under pressure	
Collaborative	
Solution minded	
Team player	
Other	
Able and willing to travel as required to locations within the UK for the role	
Able to be an ambassador for Church Army: in sympathy with the vision and values of Church Army and be willing to represent the organisation in public	

OUTLINE TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield Staff are currently operating a 60% office /40% home hybrid working arrangement across a month.
Salary	£21,029 (0.7) per annum £24,033 (0.8) per annum (FTE £30,041) per annum
Hours	Part-time: Flexible options for part-time hours (FTE is 37.5 hours): 26.25 hours (0.7) per week 30 hours (0.8) per week Working pattern flexible between Monday to Friday.
Pension	Employer contributions are 5% of qualifying earnings, if eligible.
Annual Leave	173.25 hours (0.7) per annum 198 hours (0.8) per annum (inclusive of Bank Holidays) (FTE is 247.5 hours = 25 days plus eight days bank holidays)
Probation Period	Six months
Contract Type	12-month Fixed-Term (Maternity Cover)
Notice Period	Three months (after probation period)
DBS Requirement	No DBS requirement. However, all staff are expected to read and comply with Church Army's Safer Ministry policy. The post holder will be required to complete some basic safeguarding training.
Occupational Requirement	None. However, due to the nature of this post we do require the successful candidate to be in sympathy with, have respect for and behave in a way that reflects Church Army vision, values and ethos.

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

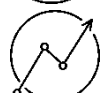
Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



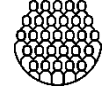
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

In our recruitment process, we look for candidates who model our GRACEUP values in their life and work



We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer, and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



APPLICATION PROCESS

If you would like you to find out any more about the role, I would be pleased to hear from you via email or to have a chat by phone.

Please email *Denise Ambrose, HR Manager*, denise.ambrose@churcharmy.org

To apply, please submit a **Church Army Application Form**, which is available to download from the job advert on our website.

Application deadline: Friday, 20 September 2024

Interview date: Friday, 4 October 2024

We reserve the right to close this vacancy early if we receive applications from suitable candidates for the role. Therefore, if you are interested, please submit your application as early as possible.

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to recruitment@churcharmy.org
- One of our team will acknowledge your application.
- Applications are shortlisted against the person specification.
- You will be contacted to let you know if you will be invited to interview.

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org