



HR MANAGER (INTERIM ROLE)

Department:	HR
Reports to:	Executive Director
Place of Work:	Elim International Centre
Working hours:	Full-Time - for 6 months
Salary band:	£28,500 - £32,500
GOR:	No
Status:	RECRUITMENT

INTRODUCTION

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables of spiritual heritage and destiny that will shape and define our future.

The HR department is responsible for ensuring compliance with the latest employment legislation for the Elim International Centre and all EFGA churches. The department is based at the central offices in Malvern, ensuring direct contact with all stakeholders. The HR department works closely with other departments to guarantee good staff management across the organisation.

THE ROLE

The HR Manager reports directly to the Executive Director and is responsible for all aspects of HR and immigration responsibilities. You will deliver advice to all levels of staff and to EFGA churches.

DUTIES INCLUDE:

- Oversee the creation, distribution and recording of accurate employee documentation within the department for all new starters, current employees and leavers;
- Ensure regular checks made on employee paperwork, including right to work, driving licenses etc;
- Work with payroll to ensure employees are paid correctly;
- Maintain and develop for operational, compliance and employee benefit the HR software system to ensure it is maximized as a resource and works effectively and efficiently to support the HR team, employees and directors;
- Maintain accurate records for employee sickness including return to work forms, completing standard sickness reviews and flagging high-level sickness to Directors.
- Liaise with legal advisors to ensure actions taken within the organisation are consistently carried out in accordance with their advice;
- Provide consultancy advice to EFGA churches and answer HR queries, after taking advice where necessary, in a consistent, efficient and straightforward manner;
- Manage all organisation benefit schemes and maintain accurate records e.g. employee anniversaries, childcare vouchers, Health Cashback Scheme;
- Undertake formal investigations and hearings under the organisation handbook procedures where directed by the directors and when processes are undertaken by them, support them through note taking, investigative pack creation and conclusion drafting;

HR MANAGER

- Make any required documentation changes in line with procedural change, employment law updates and annual revisions and arrange for the new documentation to be appropriately launched out to the organisation;
- Organise performance reviews by formulating questions. Ensure that both management and employees complete the appraisal before the given deadline;
- Organise recruitment by supporting directors and line-managers. Publish vacancies on the website using the ATS system and correspond with all candidates throughout the process.
- Formulate interview questions and coach and support interview leads in conducting interviews. Be present at interviews to ensure compliance;
- Answer immigration queries, after taking advice where necessary, in a consistent, efficient and straightforward manner;
- Apply and process COS applications for new prospective non-EU citizen employees;
- Maintain records on non-EU employees currently employed by EFGA and take appropriate action before visas have expired.

THE PERSON

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Level 7 CIPD Qualification; • Evidence of on-going personal development and post qualification experience. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Solid knowledge of the relevant employment legislation; • Experience in managing a HR department; • Experience of interpreting information legislation and guidance into organisational best practice; • Experience in managing change within an organisation; • Experience of working effectively in collaboration with other agencies; • Evidence of effective management of resources; • Evidence of successfully handling sensitive situations effectively and confidentially; 	Experience in managing a HR department within a charity setting.
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication and negotiating skills; • Adept at managing complex programmes of work; • Excellent leadership, people development and team working skills; • Sound judgement and decision making; • Highly developed skills in mediation and conflict resolution; • Able to demonstrate a high level of enthusiasm, commitment and attention to detail; • Able to analyse and interpret highly complex and conflicting information and to communicate these in a clear way to all levels of staff; • Ability to anticipate risk and proactively mitigate the situation to minimize or avoid impact on results; • Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multi-disciplinary environment; • Team player, co-operate with other staff to achieve results. 	
Personal Qualities	<ul style="list-style-type: none"> • Honesty and integrity • Enthusiastic and with a drive to achieve • Excellent oral and written communication skills • Demonstrate drive and ambition to deliver change programmes • Tenacity to maintain momentum in managing a detailed and complex work environment • Organised, flexible, innovative and adaptable • High level of political astuteness and sensitivity. 	
Other Requirements	<ul style="list-style-type: none"> • Ability to travel where delegated and appropriate • IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use) • To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy 	<p>A valid UK driving license</p> <p>Ideally from an Elim background, with some understanding of the Elim Ethos</p>

FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at HR@elimhq.net to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: <https://elim.org.uk>

CONTACT

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