

# EMMAUS<sup>RD</sup>

church

Role Title:	HR and Projects Officer
Office Location:	The Lighthouse (Woking)
Days and Hours of Work:	Expected to be 30 to 37.5 hours per week, with flexible working options that can be discussed.
Reporting to:	Finance & Operations Manager

## Role Overview

Emmaus Rd is a vibrant and growing local church family with congregations currently in three towns (Aldershot, Guildford and Woking) with a vision to plant into other towns in our region.

As a result of our continuing church growth, we are creating an HR and Projects role to strengthen our HR capabilities.

The overall responsibilities for the HR and Projects Officer opportunity are to provide:

- HR expertise and support with identifying, recruiting and onboarding of new staff
- HR day-to-day partnership support for existing staff
- HR expertise in developing learning and development strategies for staff
- Project lead and support for HR and operational projects

The role will partner with staff who are employed by our two charities, Emmaus Rd Community Church (ERCC) and Emmaus Transformation Trust (ETT). ETT is a subsidiary charity of our ERCC and has been set up in connection with our Lighthouse buildings and social transformation projects in each town.

The key responsibilities are described in detail in the next section.

## Role Responsibilities

The key responsibilities of the HR and Project Officer are:

### 1. HR expertise and support with identifying, recruiting and onboarding of new staff

As we continue to grow, we need to identify and recruit new staff for both ERCC and ETT. To help with this, the HR and Projects Officer will be responsible for:

- Working with staff who need to recruit new people, to help them develop role descriptions and identify how best to advertise.

- Managing the recruitment process from advertising through to onboarding, including offering best practice expertise to those undertaking interviews of applicants.
- Ensuring new staff are properly onboarded and that their experience of joining ERCC or ETT is a positive one.

## **2. HR day-to-day partnership support for existing staff**

For our existing staff working for ERCC and ETT, the HR and Projects Officer will be responsible for:

- Supporting staff with questions they have relating to our HR policies and practices.
- Partnering with line managers in their responsibilities as line managers.
- Ensuring our HR system (Breathe) is up-to-date with staff records, policies, holiday calculations, etc.
- Maintaining the integrity and confidentiality of staff files and records.

## **3. HR expertise in developing learning and development strategies for staff**

We are committed to helping our staff working for ERCC and ETT learn and develop in their current roles along with preparing them, where appropriate, for future roles. To help with this, the HR and Projects Officer will be responsible for:

- Ensuring line managers are trained and supported with our approach to performance and development discussions with staff.
- Ensuring performance and development discussions with staff are carried out in accordance with our approach and recorded in our HR system (Breathe).
- Working with line managers and staff to develop strategies to learning and development that help staff develop in their current role and for future roles.

## **4. Project lead and support for HR and operational projects**

As we grow and evolve, we are aware that there will be HR related projects that need to be undertaken to help us provide an engaging and rewarding working environment. To help with this, the HR and Projects Officer will be responsible for:

- Identifying HR projects that need to be undertaken to evolve our working environment and scoping these projects.
- Agreeing project prioritisation as required.
- Leading each HR project and presenting the output to the relevant people for review/approval, followed by overseeing the implementation of the project.
- Reviewing and ensuring our HR related policies remain up to date and reflect best practice. Where they require update, lead on this.
- Leading the annual listening exercise with staff and ensuring actions arising are carried through and completed to strengthen our working environment.
- Providing support to other operational projects which have an HR component to them.

- Due to being a small operational team, helping with general support activities which are shared amongst the operational team.

#### The Individual – skills, experience, attitudes

- Passion for Jesus.
- Servant-hearted.
- A natural team player, able to work well cross-functionally.
- Organised and efficient, able to prioritise competing demands.
- Excellent attention to detail.
- Adaptable, flexible, and resourceful, willing to do what needs to be done.
- Confident to take initiative, solve problems and make decisions.
- Excellent interpersonal skills including the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Computer literate, familiar with Microsoft products and HR systems
- HR leadership experience relative to the role responsibilities is essential.
- CIPD accreditation is desirable, but not essential.

**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.