



# ROLE PROFILE

HR Partner

Full-time, Permanent

## ROLE PURPOSE

To provide operational service through the HR department, serving IFES staff and volunteers through the development and implementation of HR procedures and systems. The work of the Human Resources department is part of the larger role of People and Culture, which aims to build strong teams that produce fruitful ministry.

## POSITION DESCRIPTION

**In this role, your accountabilities and responsibilities are...**

### **1. Provide support for recruitment and induction**

- All low to mid-level recruitment across the globe including advertising, selection, appointment letters and contracts
- Ensuring all recruitment practice is legal and fair
- Ensure appropriate orientation and induction is in place, and provide HR orientation to new staff
- Manage the probation process

### **2. Employee Relations**

- First point of contact for all employee relations issues, including disputes, health issues, attendance concerns, behavioural concerns, wellbeing etc. This should result in high levels of employee involvement, commitment and engagement
- Working with the Remuneration Committee to solve local pay issues, involving other staff as required
- Supporting visa applications for staff where documentation is needed, and to be a level 1 user on the UK Visas Sponsorship Management System
- Review appraisal process and ensure all staff have regular appraisals

### **3. People well-being and safety**

- Work with UK Office Facilities Management to ensure people's health and safety needs are met
- Provide safeguarding briefing and advice to staff to enable them to comply with IFES safeguarding policy and procedures.
- Oversee the staff travel insurance policy and assist with annual renewal

### **4. Management and Regulatory Oversight**

- Ensure HR data is up to date
- Ensuring HR data complies with data protection regulations
- Responsible for providing management information data to the head of department
- Competent at managing and reporting on risk in matters pertaining to the HR Partner's job function

### **5. Payroll**

- Administer the ongoing payroll process, providing timely and correct information to the finance team
- Work with the HR Manager of Operations on salary modelling and administration

THE RESPONSIBILITIES, ACCOUNTABILITIES AND REPORTING STRUCTURE FOR THIS ROLE WILL BE REVIEWED PERIODICALLY AND UPDATED, IF REQUIRED

DATE LAST REVIEWED: SEPTEMBER 2021

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## PERSON SPECIFICATION

Category	Essential	Desirable
1. Physique/impact on others	Pleasant demeanour and hospitable.	
2. Qualifications	University degree	CIPD Associate Member (Associate/ Level 5 qualification or equivalent)
3. Experience	Minimum of 2 years' experience in administration or management, preferably in the charity sector Significant cross-cultural experience Team building	Involvement in or exposure to an IFES national movement Familiarity with employing workers in a foreign setting
4. Skills	Excellent verbal communicator Computer literate Problem-solving Able to manage confidential matters Good understanding of HR policies, practice and management	Fluency in at least one of English, French, or Spanish
5. Disposition/personality	Good at building rapport & trust Adaptable Calm and professional Patient Above average tolerance for ambiguity Excellent attention to detail Solutions-focussed Able to work under pressure and respond to difficult and sensitive situations	
6. Motivation	A committed Christian in agreement with <a href="#">IFES Statement of Faith</a> Passion for helping others Determined to achieve targets	Growing awareness of and appreciation for global mission through student ministry

**In this role, you will work with different people and teams, they are...**

- You will be supervised by the HR Manager of Operations.

- You will coordinate with staff at all levels, including the General Secretary, Associate General Secretaries, Heads of Departments, Regional Secretaries, regional team members, and national movement leaders.
- You will coordinate with partnering organisations, especially those who second staff to IFES.

#### **In this role, you will...**

- Contribute to a healthy Human Resources team that effectively serves the needs of IFES workers
- Administrate the systems and structures that ensure alignment with IFES goals and values and compliance with employment law and best practices
- Solve matters arising from employment in a variety of international settings.

#### **THE BEHAVIOUR INDICATORS EXPECTED IN THIS ROLE ARE...**

**Delivering results:** This is about delivering through others with clear plans and an empowering approach to ensure accountability for delivery of customer outcomes.

**Learning and improvement:** This is about promoting an improvement, no-blame environment giving people confidence to try out new things and make and learn from mistakes.

**Communicating and influencing:** This is about role-modelling a truly open and transparent approach, communicating with impact around key messages, and reflecting Biblical values in interactions with staff and external stakeholders.

**Acting as one team:** This is about creating opportunities to work alongside, learn and solve problems collaboratively with a range of people across teams.

**Enabling change:** This is about helping others in times of change or uncertainty, giving them the confidence to trust and belief in you and IFES goals.

**Making decisions:** This is about setting priorities and enabling effective decisions based on appropriate analysis, data and understanding of customer requirements.

**Engaging people:** This is about creating opportunities for relationship building and building a supportive, respectful working environment.

**Christian spirituality and discipleship:** Playing a key role in the spiritual life of the office, including praying for colleagues and the ministry of IFES.

**Christian witness:** demonstrating Christian spirituality in your lifestyle and a regular commitment to a local church.

<b>Directorate:</b> International Services (UK)	<b>Division:</b> Human Resources	
<b>Reporting To:</b> HR Manager of Operations	<b>Location:</b> Oxford /occasional travel out of EU	
<b>Number of Direct Reports:</b> 0	<b>Job Level:</b> F <i><u>HR Use Only</u></i>	<b>Job Ref No:</b>  <i><u>HR Use Only</u></i>

## SAFEGUARDING

IFES is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity. All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.