

<b>Post</b>	People and Culture Lead
<b>Responsible to</b>	Head of People & Culture
<b>Team</b>	People and Culture
<b>Group</b>	People and Learning
<b>Proposed grade</b>	F
<b>Contract</b>	Fixed Term for 1 year
<b>Hours</b>	Part time (21 hours a week)

## The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to pioneering mission among people who might have given up on God, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In the last few years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.



Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

## Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

## Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

## Our purpose

We exist to make disciples of Jesus at the edges.

## Our core values

Pioneering. Relational. Faithful. Evangelistic.

## Your role

The new People and Culture Lead will be working closely with the Head of People and Culture to deliver a professional HR service across recruitment, onboarding, employment relations, and learning and development, ensuring these serve the long-term goals of CMS.

This applies specifically to UK contracted staff (some of whom work overseas) and providing support for volunteers (including CMS Trustees) and consultants.

With the goal to see people *flourishing in their roles, contributing with purpose to CMS's vision*, you will contribute to the team's work across these priority areas:

- Providing an end-to-end experience for our people which nurtures high engagement throughout their CMS journey
- Developing and driving a high performing, continuous learning culture that empowers and sustains our people for mission at the edges through effective resources, support and training
- Building a culture that is safe, inclusive, empowering, collaborative and always learning

## Your relationships

The role reports to the Head of People and Culture in the People & Learning (P&L) group. You will provide HR support to UK contracted staff.

The role will involve line-managing the People & Culture Administrator, as well as working highly collaboratively with others in the People & Learning Group and with teams across CMS.

## Your responsibilities

### **Recruitment and Onboarding** (approx. 25% overall during the year)

- Lead on recruitment, including role scoping, advertising, shortlisting interviewing and pre-employment checks, working closely with the People and Culture Administrator and recruiting managers.
- Provide interview cover for the Vocational Recruitment Lead when required, from time to time.
- Ensure recruitment practices are clear and well-communicated, inclusive and well-scheduled, and provide appropriate support for recruiting managers.
- Coordinate the onboarding programme for new staff to ensure new starters are supported and engaged in their first few months with CMS.

### **Payroll, Compliance & Policy Development** (approx. 25%)

- Lead on monthly payroll, including collation and input, to be checked and approved by the Head of People and Culture.
- Lead on workflow refinements to People and Culture processes and systems.
- Ensure appropriate Safeguarding checks for staff according to their role requirements.
- Ensure the completion of the annual e-learning compliance modules for each staff member.
- Ensure accurate employee communications and record keeping for HR systems, contracts, process and documentation. Centrally manage documentation and checks of non-staff categories such as volunteers and self-employed consultants.
- Provide support to the Finance team on short-notice requests for contracts and documentation for external auditors.
- Remain informed on employment law in the UK and, in conjunction with the Head of People and Culture, providing appropriate support to managers.
- Support the Head of People and Culture in the drafting, development and maintenance of HR policies and the Staff Handbook that support CMS strategy, ensuring that these are regularly updated to ensure compliance with employment law, UK regulations and best practice.

### **Employee Relations** (approx. 20%)



- Act as a point of contact on HR matters for managers and staff.
- Provide advice and support and manage caseload on employee relations issues including absence, grievance, disciplinary matters and performance, including obtaining legal advice, where necessary. Work with the Head of People and Culture to escalate more complex cases.
- Conduct Exit Interviews for staff who are leaving CMS, from time to time.

**Organisational Culture & Learning and Development** (approx. 15%)

- Promote a culture of learning, empowerment, collaboration and psychological safety, working with the Head of People and Culture on various annual plan and project initiatives

**Performance Management** (approx. 10% overall during the year)

- Support the Head of People and Culture in leading the annual appraisal and performance development cycle (including follow-up of objectives and learning and development requests).

**Other** (approx. 5%)

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
  - Understand and follow CMS safeguarding policies.
  - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.

# Person specification

People and Culture Lead (Fixed Term Contract 1 year, 21 hours per week)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Graduate or equivalent experience	Level 5 CIPD qualified
<b>Experience</b>	Proven HR experience at Officer or Business Partner level in business, public or not-for-profit sectors, including recruitment, employee relations, learning and development, policy and compliance	Faith based or voluntary sector focus  Payroll (and Salary and Benefits – i.e.; Employee Reward)
<b>Skills &amp; Abilities</b>	Development of policies, processes and practices in employment which includes conditions of employment, contractual relationships  Performance management  Interviewing skills for recruitment and selection  Employment relations casework skills around performance management, absence, grievance, discipline and welfare;  Experience in delivering on learning and development initiatives  Ability to build teams and work across functions	Coaching
<b>Knowledge &amp; Understanding</b>	Understanding and application of employment law and employee relations  Understanding of best HR practice  Safeguarding and GDPR understanding	



<b>Disposition</b>	<p>Able to deal with and work under stress and deadlines, change and unexpected situations.</p> <p>Team worker, highly collaborative.</p> <p>Culturally sensitive and curious.</p> <p>Deep listening skills.</p> <p>Excellent communicator.</p> <p>Flexible and open to new and innovative ways of working.</p>	Passion for mission.
<b>Other</b>	<p>A committed and practising Christian committed to CMS values and aims</p> <p>Occasional travelling in the UK</p> <p>Satisfactory safeguarding check</p>	



## Terms and conditions

People and Culture Lead (Fixed Term 1 year contract, 21 hours pw)

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade F of the CMS salary scales; starting at £35,782 FTE (pro rata £21,451) per annum depending on experience with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to sixty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.