



OMF International UK
Recruitment Pack

Human Resources Manager

Human Resources Manager

Are you an experienced HR professional, passionate about the power of Jesus Christ to shape culture? Do you desire to see people and communities hear the good news of Jesus Christ?

In a fast-changing church and mission landscape OMF International (UK) aims to become a centre for sharing the good news of Jesus with East Asia's peoples in, to and from the UK.

The UK is not just a place where missionaries are sent from, it is also a context into which missionaries are being received and where intercultural ministry is being carried out.

Our Human Resources Manager will provide high quality Human Resources, enabling the delivery of OMF (UK's) overall organisational strategy. The successful applicant will play an important role in maintaining a positive Christian culture throughout the organisation. All this is vital for our vision to be a catalyst for the Church sharing the good news of Jesus Christ in all its fullness among East Asia's people through all aspects of life.

There is an Occupational Requirement for the jobholder to be a practising Christian, an active member of a local church, able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

We share the good news of Jesus Christ in all its fullness with East Asia's peoples to the glory of God.

Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 160 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: omf.org/uk/about-us/our-story



Job Description

Job title: Human Resources Manager

Accountable to: Director for People & Culture (DPC)

Primary working relationships: DPC, Payroll Officer, Line Managers

Hours of work: 35 Hours per week

Purpose of the role:

To support OMF's mission and vision by managing Human Resources in line with OMF values and providing people-focused support to the Director of People and Culture. A key responsibility of the role is to ensure that OMF UK maintains compliance with UK Employment Law and best practice with oversight of employee recruitment, development and payroll. The jobholder will take a proactive and prayerful approach to support staff welfare and foster a positive working environment.

Responsibilities

HR Best Practice & Compliance

Overview of areas of work

- Proactively contribute to and deliver the UK HR strategy in line with OMF UK's values.
- Ensure compliance with UK employment law, OMF policies, and safeguarding requirements.
- Support the Director for People & Culture in shaping and communicating safeguarding practice.
- Support and participate in OMF International's mission, by regularly leading weekly UK team devotions and/or worship and regularly leading daily National Office Prayers.
- Present HR Department prayer points and lead prayers at quarterly UK Mornings of Prayer, as well as participate in biannual OMF UK Days of Prayer and Team Retreats.
- Provide well-researched proposals for the Director for People & Culture on how to improve OMF UK's HR offering and processes and apply best practice.
- Present HR updates and proposals to the Leadership Team and wider OMF UK Team as required.
- Keep abreast of all UK employment law developments and key case studies and provide regular briefings for the Director for People & Culture.
- Take responsibility for own learning and development, utilising resources from Mark Mason Employment Lawyers, BrightHR and others to inform own HR & Safeguarding understanding.
- Attend HR training events and OMF training events (national or international) as appropriate.
- Partake in a community of practice for HR professionals in Christian and charitable organisations to take part in discussions on HR developments and best practice.
- Represent OMF UK at external HR networks, Christian conferences and forums as needed.
- Maintain appropriate confidentiality and neutrality on staff matters, encouraging implementation of the Equal Opportunities Policy and handling sensitive issues with delicacy and discretion.

Operational HR Management

Overview of areas of work

- Act as the lead point of contact for OMF UK staff on all day-to-day HR matters, providing advice.
- Maintain and develop the HR Handbook and policies in line with OMF's values and provide regular HR Spotlight briefings in UK Team News to encourage staff engagement.
- Support and coach line managers to implement HR policies and procedures, by creating and delivering timely and tailored resources and HR training workshops.
- Provide support to line managers on complex employee relations issues, consulting with Mark Mason Employment Lawyers as appropriate.
- Encourage informal one-to-one resolution if relational issues arise, in keeping with ACAS guidance and biblical principles and act as a mediator when appropriate.
- Oversee performance management, leading and managing the annual appraisal and performance development cycle and proactively improving the process where possible.
- Monitor application of HR policies to ensure they are implemented fairly and equitably.
- Develop regular survey methods to collect staff feedback on welfare, HR policies and procedures.
- Assist the Director for People & Culture in producing the annual HR budget.
- Ensure personnel records in Microsoft Teams, brighthr and the physical archive are kept up-to-date and compliant with OMF UK's Data Protection & GDPR Policies.
- Oversee HR systems, processes, records and documentation with accuracy and integrity.
- Present, train and provide support at regular OMF UK events, including Home Assignment Workshops, Candidates Course, Mobilisation & Media meetings and other key groups as required.
- Take part in corporate and individual prayer for UK members and candidates at Home Assignment Workshops and Candidates Course.
- Provide support to volunteer managers, ensuring compliance and consistency.
- Lead the work experience application process and ensure a positive experience for participants.
- Maintain up-to-date manuals for the HR Manager role, detailing responsibilities and procedures.

Recruitment & Onboarding

Overview of areas of work

- Oversee all recruitment campaigns, working with managers to ensure role clarity, inclusivity, and compliance with Occupational Requirement guidance.
- Lead the advertising, shortlisting, interviewing, and selection processes, ensuring a consistent candidate experience, which supports equal opportunities.
- Oversee the onboarding process, induction planning, safeguarding training, and probations.
- Maintain OMF UK's UKVI Sponsorship Licence, manage visa application process for UK members and staff as appropriate and ensure visa workers' timely reporting to ensure compliance.
- Manage the recruitment and induction of interns for the OMF UK Team.

Staff Development & Culture

Overview of areas of work

- Pray with and for staff and be present and available to listen during key moments in employees' lives, offering pastoral HR support as appropriate.
- Develop ways of acknowledging special milestones in the lives of the UK Team including work anniversaries and personal achievements.
- Seek opportunities to champion OMF values within the UK Team and at National Office events.
- Identify HR organisational learning needs and propose relevant training solutions.
- Promote a strong feedback culture, supporting personal and professional development by developing surveys and other staff feedback collection methods.
- Act as a standing member of Office Forum and proactively contribute a HR perspective.
- Support spiritual wellbeing and development across the staff team, identifying and communicating opportunities for biblical training and retreats as appropriate.

Payroll & Benefits

Overview of areas of work

- Liaise with the Finance Manager to oversee payroll operations and ensuring timely processing.
- Lead the annual salary benchmarking and job evaluation process and make recommendations to the Director for People and Culture on remuneration and benefits packages.
- Produce accurate and timely salary review documents for the Director for People & Culture and the Director for Finance & Corporate Services during the Annual Estimate process.
- Oversee statutory leave entitlements (maternity, paternity, etc.), reasonable adjustment and flexible working requests.

Person Specification

	Essential	Desirable
Education	CIPD Level 5 (minimum) or equivalent experience	CIPD Level 7 / MA in HR or related field
Work Experience	<p>Minimum 3 years' generalist HR experience including employee relations and recruitment</p> <p>Experience managing HR processes and procedures, including sensitive processes such as disciplinary and grievance procedures</p> <p>Strong Human Resources knowledge, confident in advising on policy, employment law and people management</p> <p>Experience managing payroll</p> <p>Experience providing training and producing training resources</p>	<p>Experience in a Christian, mission-based or charity context</p> <p>Experience in mediating</p> <p>Experience managing visa application process via UKVI Sponsorship</p> <p>Experience using BrightHR</p> <p>Experience in managing safeguarding processes</p>
Abilities	<p>Excellent oral and written communication skills, able to communicate effectively and professionally with a diverse range of people</p> <p>Excellent interpersonal and mediator skills, able to communicate with tact, grace and discretion and maintain neutrality in conflict resolution</p> <p>Strong organisation, planning and administration skills, able to prioritise and effectively multi-task</p> <p>Project management skills, able to use initiative to start and take forward projects</p> <p>Excellent administration and organisational skills, able to maintain and update systems in a timely and ordered way</p> <p>Strong research skills, able to propose procedures</p> <p>Ability to work effectively on own and within a team</p> <p>Able to handle sensitive information appropriately, using discretion and maintaining confidentiality</p> <p>Competent user of Microsoft Office, databases, and digital communication tools including Microsoft Teams</p> <p>The ability to communicate complex HR matters clearly to non-HR professionals</p> <p>Strong interactive presentation skills and public speaking, confident user of Microsoft PowerPoint presentations via Teams.</p> <p>Good understanding of data protection and GDPR in relation to HR</p> <p>Good understanding of safeguarding</p>	

Motivation	<p>Full sympathy with the aims and objectives of OMF International as an evangelical mission serving East Asia's peoples</p> <p>Passionate about prayer. Ready to step out in faith and lead prayers, devotions and/or worship as needed</p> <p>Enjoy working to high standards and finding appropriate solutions to difficult problems</p> <p>Committed to personal and professional development, using initiative to source own training and resources to remain an expert in the HR field</p>	
Personality	<p>Conscientious about effectiveness and efficiency in HR systems</p> <p>Friendly and courteous towards colleagues and supporters</p> <p>Adopts a can-do attitude and flexible approach</p> <p>Willing to take on board constructive criticism, to consider feedback and learn new skills</p> <p>Emotionally intelligent, a good listener and pastoral</p>	
Circumstances	<p>Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement</p> <p>Able to commute daily to OMF National Office, Oxford Street, Manchester.</p> <p>Able to travel occasionally within the UK or internationally for meetings and events, including overnight and at weekends.</p>	<p>Experience of living cross culturally and/or understanding of cross-cultural mission.</p>

Terms of Appointment

- Salary £38,000 - £42,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date.
- 35 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 25 days in addition to public holidays.
- Applicants must be eligible to work in the UK.
- There is an occupational requirement for this role to be filled by a Christian, see person specification and OMF International (UK) Ethos Statement.

Your application

To apply for this role, please submit a CV and covering letter to uk.recruitment@omfmail.com

Interviews will be held in Manchester.

Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: **omf.org/uk/safeguarding**

Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: **omf.org/uk/privacy-policy**

Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.

Ethos Statement

OMF is an international, cross-cultural, Christian mission committed to the evangelisation of East Asia. As part of the universal Christian Church, OMF is an agency that works in partnership with local churches in many countries and especially those in East Asia. We endeavour to be a worshipping, praying and caring fellowship of Christians who are committed to sharing the good news of Jesus Christ in word, deed and character.

The motivation for our mission is the glory of God. We long that the one true living God should be known and glorified throughout his creation. We seek to cultivate this motivation so that it sustains all those who serve in the organisation no matter what their area of responsibility. Every task is significant and has value because it is done for the glory of God.

We affirm the following values in the context of our submission to the Lordship of Christ, the authority of Scripture, and the guidance of the Holy Spirit.

We TRUST in God

- Praying as an expression of faith is an integral part of our life and service
- Depending on God for holy living, fruit in our work and for all our needs
- Inviting others to join us in a life of faith and prayer

We are a FELLOWSHIP

- Pursuing our vision and mission together
- Caring for and supporting each other and sharing resources
- Encouraging and enhancing each other's effectiveness

We are Passionate to Reach the UNREACHED

- Keeping a sharp focus on the neglected frontiers
- Constantly evaluating and innovating in line with our vision
- Taking prayerful risks and persevering with the task God has given us

We Practice INCARNATIONAL Ministry

- Identifying with the people and living an appropriate lifestyle
- Learning culture, language and worldview
- Working in ways that encourage indigenous movements

We PARTNER in Ministry

- with sending churches globally
- with local churches in the ministry context
- with likeminded Christians and mission agencies

We LEAD from the MINISTRY Context

- Strategy is developed by those engaged in the ministry
- Structures, administration and policies are designed to serve the ministry
- Home and field work together to accomplish the ministry objectives

We Celebrate DIVERSITY IN UNITY

- Valuing the diversity that God has given us in OMF – such as ethnic, denominational, generational, personality, gifts, gender
- Respecting one another and maintaining our unity in Christ
- Fostering unity and cooperation among Christians

OMF (UK) seeks to be a community marked by love: love for God and love for neighbour (Matthew 22:36-39). This is what shapes us as a community and governs the way in which we relate to one another as individuals as well as how we seek to relate organisationally to other groups and churches with whom we partner. Therefore, the attitude and motivation of our staff and the way our mission is achieved are as important as the mission itself (John 13:34; Matthew 22:36; 1 Corinthians 13:1-2).

As this attitude, motivation and mission come only from a relationship with Christ, it becomes an occupational requirement that many of our staff are Christians who accept our beliefs as stated in the OMF Handbook. Roles that have significant leadership, or that are central to fulfilling our aims and purposes or developing and maintaining our Christian ethos, will always be held by such a Christian. There are other roles that have key spiritual elements to them, that can only be carried out by a Christian. It is also essential that these attitudes and behaviours continue, and so we expect our staff to act in good faith, with loyalty to that relational ethos, to the organisation's values, and to Christian standards of behaviour. Failure to do so may result in disciplinary action.

Notwithstanding this, the organisation is committed to diversity amongst its staff and will not unlawfully discriminate on any grounds. We believe that defining our occupational requirements so they are consistent with and permit discrimination in accordance with the law and our ethos, does not restrict, but actually enhances our commitment to diversity.