

ROLE DESCRIPTION

HR Coordinator & Safeguarding Lead

PURPOSE OF THE ROLE

- To provide timely and appropriate generalist HR support to the entire team, in liaison with the Operations Director and People Committee, where required.
- Key responsibilities include but are not restricted to: HR policy development, employee lifecycle support, payroll and absence management, employment relations support, performance management and recruitment, management of HR databases and other information systems and culture formation.
- Act as the Designated Safeguarding Lead for the organisation.
- Take an active part in the devotional life of the team.

KEY RESPONSIBILITIES

- A. Management and creation of HR policies and procedures, that align with the culture, vision, mission and values of the organisation, including making updates in line with changes in UK employment legislation.
- B. Act as Designated Safeguarding Lead, guide the organisation in terms of the practical application of safeguarding requirements given the organisations various training and ministry activities often involving students and youth and the organisations code of conduct.
- C. Responsibility for all aspects of recruitment; working with the Senior Leadership to prepare job descriptions and adverts; shortlisting, interviewing, and acting as a panel chair when appropriate; dealing with role offers and salary negotiations, ensuring all pre-employment checks are complete including immigration documentation.
- D. Lead on any employment relations issues, including providing advice to managers, individuals, and the People Committee (where required) in line with employment law and the organisations culture and values, consulting external legal advice where applicable.
- E. Responsibility for remuneration and payroll processing, including outsourced payroll and pension provision.
- F. Staff appraisals development and training - Collaborate with leadership to optimise effective strategies, policies and processes for organisational training and the management and development of staff. Initiate performance appraisal reviews, guiding the process and collating completed reviews.
- G. Member of the People Committee and responsible for establishing the rhythm of quarterly meetings, the reporting to committee and implementation of committee decisions.
- H. Act as the primary point of contact - with outsourced HR related service providers, including payroll, immigration, legal advisors, and others, as required.
- I. Other duties as and when may be required to support the activities and ministry of OCCA.

PERSON PROFILE

ESSENTIAL

- To be in sympathy with the aims, ethos, and work of OCCA.
- Strong background and significant experience in generalist HR practice
- Graduate (or with equivalent work experience) and CIPD qualified or working towards a CIPD Level 7 qualification.
- Sound knowledge and experience of the application of UK employment law
- Ability to work with limited supervision, using initiative as required.
- Highly organised and able to prioritise workload under pressure.
- Excellent interpersonal skills coupled with high emotional intelligence.
- Experience of relationship management and pastoral care.
- Awareness and understanding of organisational Safeguarding requirements.
- A confident and effective approach to decision making.
- Good written and verbal communication skills, with particular attention to tone
- Competent user of Microsoft Word, Excel, Teams, and email systems.
- Experience and awareness of dealing with confidential issues and using discretion.
- Able to demonstrate a flexible attitude, willingness to take on a variety of tasks (including new challenges and occasional work outside usual office hours).
- Highest levels of discretion, integrity and honesty.
- Able to contribute to the working life and environment within a small team.

HIGHLY DESIRABLE

- Shows developing leadership skills, coupled with the ability to develop others.
- Experience managing an HR System (e.g., BrightHR)

POST DETAILS

Location	Oxford (office based)
Team	Operations Team
Reports to	Operations Director
Salary	Grade 6 £34,475-£38,475 (FTE) (dependent on experience)
Hours	22.5 to 30 hours per week

If you are interested, please email your CV and a covering email outlining detail about your suitability and motivation for the role, as well as about your faith and right to work in the UK to: recruitment@theoCCA.org

Closing date: Applications will be considered as they are submitted, and we reserve the right to close the application stage once a suitable candidate is selected.

Please Note: Due to our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practicing Christian with a mature faith and to clearly demonstrate a personal commitment to the mission, principles, values and practices of OCCA.