

OCCA Director of People & Culture

We seek to glorify God through confident, connected evangelism to see people saved for eternity. We engage with the heartfelt questions people have about the Christian faith and to help others do the same.

Purpose of the Role

We believe that this key senior position is essential to help OCCA fulfil its mission to engage the world, equip the church and work in partnership.

The role will take a visionary lead in fulfilling this mission by serving as a core member of the Strategic Leadership Group.

As Head of Culture, you will:

- Help create, develop and grow a healthy organisational culture that reflects both best professional practice and our Christian values.
- Work closely with the CEO and Director of Operations to provide senior leadership for all activities of the OCCA team.

As the Head of People, you will

- Have oversight of all HR-related tasks, including compliance, contracts, recruitment, appraisals, policies and procedures, etc.
- Lead the supervision of the itinerant Speaking Team, giving them support and accountability in their roles.

As part of the OCCA team, you will

- Seek to live the way of Jesus Christ, including a life of authentic holiness and personal evangelism.
- Take an active part in the devotional life of the team, spurring your colleagues on to love and good deeds.

Job Descriptions

Key Responsibilities

- a. Play a pro-active, strategic role in the leadership of people and culture throughout the organisation, in cooperation with the rest of the Strategic Leadership Group and the Board of Trustees.
- b. Shape vision for and implement continuing organisational cultural development, with a particular focus on building a safe and healthy working environment for all.
- c. Be the lead Safeguarding Officer for the organisation, overseeing the protection of the vulnerable across ministry activities.
- d. Ensure the implementation of effective administrative policies and procedures to aid efficient and successful running of the organisation.
- e. Implementation and improvement of HR documentation, policies, and practices, including the Employee Handbook, and the organisation of teambuilding exercises, staff retreats, etc.
- f. Ensure legal compliance of all HR functions, including contracts, payroll, pensions, immigration and all aspects of employment law related to employees, workers and contractors, and health and safety.
- g. Management and development of all direct reports, including the HR team and the itinerant speaking team.
- h. Close working relationship with the CEO / Director of Operations to coordinate Board activities where required, particularly in relation to the People Committee.
- i. Representing the organisation publicly where relevant and deputising for the CEO.
- j. Other duties as and when may be required to support the activities of the organisation.

Key Relationships

- a. Internal – CEO, and Strategic Leadership Group. Direct reports could include Lead Speakers and liaising with external contractors
- b. External – External contractors and contracted service providers (e.g. HR and H&S support, safeguarding, payroll, immigration advisors), the Board of Trustees (and the People Committee of the Board.)

Person Profile

Essential

- An active Christian with a mature faith who identifies with the charity's Statement of Faith and whose conduct is consistent with our Ethos and Conduct Statements.
- Highest levels of discretion, integrity and honesty.
- Significant and broad proven experience in senior management level role(s) within fields related to the specific responsibilities of this role. A proven ability to negotiate effectively with others to achieve positive solutions and outcomes.
- Strong leader, encourager and motivator, skilled and experienced in managing a team of varied specialists, taking initiative and a pro-active approach, conveying passion, and coaching for success.
- Highly organised, flexible, socially confident with proven experience of influencing and building trust at senior levels. Evidence of ability to adapt leadership style and approach to suit different situations to achieve positive outcomes.
- Educated to degree level or equivalent, with evidence of continuing professional development in a field to the role's functional areas of oversight. CIPD-level or postgraduate qualifications in organisational / personnel management or a related field would be a significant advantage.
- Experience with HR and policy practices and documentation for organisations and working with contracted service providers.
- Excellent written and verbal communication skills, highly relational and with strong emotional intelligence, with an ability to work and deliver success in partnership with others.

Post Details

Location: Working out of our headquarters in Central Oxford

Reports to: Chief Executive Officer

Start Date: As soon as reasonably possible.

Employment term: Initial 1-year fixed-term contract, subject to extension.

Pay Scale: Director: £50,355 to 54,979 FTE, depending on experience.

Hours: Full-time (40-hours per week) over 5 days.
Possible options may exist for part-time (at least 60% over 4 days)

Opportunities for personal development:

- Wider involvement in OCCA's ministry.
- Free access to any of our OCCA Courses and Events.
- A supportive working environment with flexibility for personal training and local church involvement.

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.

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