**JOB TITLE:**  Interim HR Consultant

**RESPONSIBLE TO:** Director of People

**JOB GRADE:**  C1

**LOCATION:**  UK (Home Based: attendance at Swindon Hub as required,

within Government guidelines)

**BACKGROUND**

During this period of significant change, there are a number of specific projects that are needed to be moved forward, to enable the People Team to deliver key objectives to ensure that the Global Mission Team (GMT) is resilient and sustainable.

Given the impact of the pandemic on the GMT, high level strategic conversations have increased dramatically, and significant change could result.

The expectation is that the People Team will be able to react quickly while ensuring the balance between people and business needs is maintained.

A key consideration will be ensuring the wellbeing of the GMT globally.

**JOB SUMMARY**

The People HR: Consultant/Business Partner will work specifically on projects over the coming three to six months.

**PROJECTS**

Recruitment:

1. Support Administrator with international recruitment campaigns - by involving local HR professionals, to secure the best customer experience for the Manager and the candidates. e.g. China Partnership, Finance and Translation.

Retention:

1. Change management initiatives as required,
2. Line Managers capacity building: e.g. Mental Health Support, Safeguarding Training, Performance management (PDR's), Coaching, Succession Planning, Change management, conflict resolution.
3. UK Principal Statements (Contracts) and team handbook,
4. Policy updates e.g. Equality Statement, Redundancy, and Acceptable Behaviour, Working with L&D manager to deliver a range of online capacity building programmes e.g. Develop an online on boarding process,
5. Support People Administrator with all aspects of transactional HR - holidays, HR systems, reports, contracts, secondments and payroll, essentially Admin 'back-up' as this is currently a single point of failure, looking for ways to simplify processes.
6. Support/assist with the structuring of Personnel Files and integration with Google Drive
7. Health & Safety , Wellbeing and Engagement
	1. Work with the Director of People to identify key risks, and put in place training, skill development, processes and systems to mitigate risk.
	2. Support Line Manager to support their staff with any welfare issues,
8. Assisting the People Director to ensure all employment relationships, are legally compliant through issuing contracts of employment, contracts for services or other contractual arrangements.

Reward

1. Pay modelling in country as required – to fit with specific recruitment requirements
2. Simplifications of HR processes e.g. Contractor processing
3. Audit and make recommendations for the rationalisation of benefits - Pensions, holidays, medical
4. Audit and make recommendations rationalisation of employment models – in particular payment models.

Global Reach

1. Capacity building within the Fellowship in all areas of HR/ Organisational Development: HR Best Practices, HR professionals networking opportunities, growing local HR talent through involvement in recruitment initiatives, networking events, building opportunities to share expertise, providing a forum of support and expertise.

**ESSENTIAL SKILLS AND EXPERIENCE**

* Chartered Member of CIPD
* Extensive management experience, leading teams and/or projects
* Experienced in operating in a multi cultural environment with sensitivity to different world views and diverse contexts
* Committed to the mission and aims of the United Bible Societies and comfortable working in a Christian organisation with sensitivity to the breadth of church support that UBS enjoys.
* Fluent in written and spoken English.
* Self-motivated, resilient and able to work at pace,
* Thrives in situations where there are diverse work demands and time pressures,
* Ability to challenge management thinking in a way that is persuasive and sensitive,
* Exercising wisdom – using experience and insights solve complicated people problems,
* A strong customer focus, wanting to achieve a high level of service.
* Proactive, able to take calculated risks, flexible thinker and able to work across boundaries,
* Comfortable with ambiguity and change.
* Able to work with and solve ‘messy’ issues.
* Logical and able to see quick and easy solutions to problems.
* A good sense of humour with a positive ‘can do’ attitude

**TECHNICAL SKILLS AND EXPERIENCE**

* Extensive experience of change management, consultations and conflict management.
* A Senior HR Manager able to deliver a broad variety of projects.