

COMPASSION UK

HR Business Partner

Reporting to	Director of Human Resources
Responsible for	This position has no direct line management responsibilities but does serve as a coach and mentor for other positions in the department
Location	Office-based at Compassion House, Fleet, Hampshire with great flexibility for home working

About Compassion

At the heart of Compassion’s ministry is a relentless passion to act on our faith and empower every child left vulnerable by poverty: a purpose embodied in the phrase “**Releasing children from poverty in Jesus’ name**”. Our work is **Christ centred, child focused, and church based**. You can read more about these principles and our history [on our website](#).

About the department

The Human Resources Team is primarily responsible for partnering with the organisation, to design develop and implement strategy that will attract, engage, and develop employees and build upon a high-performance culture.

About the role

As the HR Business Partner, you will be responsible for aligning ministry objectives with people managers and employees in your designated business unit. You will provide generalist HR support, guidance, and advice to people managers in your designated business area, including employee relations, workforce planning, succession planning, engagement, recruitment, development, culture, and wellbeing.

Responsibilities

Actively maintain and promote Compassion UK’s Christian ethos and values

- Take personal responsibility to participate positively in the spiritual life of the organisation.
- Pursue your Christian faith and personal relationship with God through ongoing collective and individual spiritual development, prayer, and worship.
- Live and work in accordance with Compassion UK’s [Statement of Faith](#), [Core Values](#), [Ethos Statement](#), and other policies including [our commitment to Child Protection](#).

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Coach, support, mentor, and challenge people managers in all HR related issues, increasing capabilities and instilling a sense of responsibility and confidence in all elements of HR.

Partner with People Managers to:

- develop innovative people solutions to meet their current and future needs, identifying areas for improvement to enable proactive change whilst ensuring that legislative, best practice and specific standards of practice are implemented cohesively across the organisation.
- embed a high-performance culture as a means of driving continuous improvement by ensuring clear objectives, feedback and behaviours aligned with Compassion UK's culture.
- perform job and task analysis to document job requirements and objectives, in team design, re-structures and value-based recruitment activities; creating job profiles effectively; ensuring a standardised approach to the creation of job roles and competencies is applied.
- acquire people with the skills and attributes to meet the need of the business unit.
- identify learning needs and implement learning and development strategies, including succession planning development strategies.
- evaluate individual performance and create performance improvement plans for any under-performance.
- improve work relationships, build morale, and increase productivity and retention.
- manage and resolve complex employee relations issues. Conduct effective, thorough, and objective investigations.
- produce quarterly formal reward nominations, ensuring these are approved by the department heads and Compassion UK's Executive Team; liaising with the HR Support function to implement agreed rewards.

HR Business partner will:

- consult on, communicate, monitor, and train in HR policies, procedures, and programmes, providing HR policy guidance and interpretation where needed.
- use and analyse people data to help the business unit make informed people decisions.
- maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance, partnering with the legal adviser as needed/required.
- provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- manage recruitment campaigns within the designated business unit.
- deliver in-house learning interventions (in the business unit and at times across departments), evaluating and monitoring to ensure learning objectives are met.

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- develop contract terms for new hires, promotions and transfers.
- maintain an effective level of literacy about the business unit's outcomes, its midrange plans, and its culture.
- perform other related duties as assigned.

Collaborate with team colleagues to support a 'one team' approach so the HR team may continuously improve to deliver the people strategy.

- act as an ambassador for the Human Resources function, taking responsibility for the delivery of a respected and high-quality professional HR service to the organisation.
- manage priorities, balancing casework to ensure you are modelling the culture of the organisation.
seek to continuously improve the quality and value of the HR service provided to the organisation; liaising regularly with the wider HR team to share ideas, best practice and ensure the team is working towards common HR and business goals.
- seek to identify ways in which HR processes, initiatives and projects can add value and be implemented.

This job profile is not intended to be exhaustive but merely a guide to the main areas of responsibility. Any substantial changes to this job profile will be discussed fully with the post holder.

About you

You will primarily act as a consultant for people managers on all issues related to human resources. You should be a proactive communicator and change agent, someone who can successfully balance employee needs with ministry objectives to create integrated solutions.

To flourish in this role, you will need:

- **Knowledge of UK/EU employment law.** You will have a sound understanding of employment law and keep good HR practice, with the ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, and policies. You need to keep abreast of changing laws, with a strong desire to continuously learn, develop, improve as an HR professional.
- **Excellent technical HR knowledge.** You will need thorough knowledge and solid experience in various HR areas, including compensation, people planning, employee relations, change management, well-being, recruitment, and selection, and learning and development.
- **HR Generalist and Business Partner experience.** You will have the ability to acquire a thorough understanding of the ministry's structure, roles, competencies, remuneration practices, and the administrative practices related to those factors.
- **Relationship management skills.** You will need demonstrable interpersonal relationship skills and experience at all levels within a comparable organisation.
- **Excellent communication skills.** You will need to be an excellent communicator, both verbal and written, with the ability to adapt your style based on your target audience.

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- **Excellent time management skills.** You will need the proven ability to create work plans that organise your time effectively and productively and ensure that deadlines are met.
- **Strong analytical and problem-solving skills.** You will have the ability to examine information or a situation in detail in order to identify key or important elements, their strengths and weaknesses and use these to compile a persuasive argument, make recommendations or solve a problem.

Education and Experience:

- **Core skills.** You must be fluent in English and competent in written and numerical work, with proficiency in Microsoft Office.
- **Relevant degree or CIPD qualification.**

It would help (but isn't essential) to have:

Experience working collaboratively across multiple teams to design and deliver HR solutions

We need you to be:

- **Personally committed to the Christian faith.** There's an occupational requirement for the holder of this role to be a practising Christian, in order to promote Compassion's ethos and help others to experience, explore and express the faith-based motivation of our work. (You can read more about this in our [Policy on Posts to be Held by Christians](#).)
- **Deeply connected to Compassion's ministry to children.** You must feel a personal calling to reach out in Jesus' name to children suffering the injustice of poverty. You're eager to play your own part in achieving our mission. You must be committed to working in a way that promotes child protection, particularly by speaking out immediately if you have child protection concerns.
- **Aligned to Compassion UK's cultural attributes.** We strive to live and work in a way that is passionate, innovative, collaborative, effective, grace-filled, and joyful. We expect you to be able to live out these attributes and hold yourself accountable for growing in them.
- **A 'people person'.** This is a people-focused role in a people-focused ministry, so you'll need excellent interpersonal and social skills, with the ability to build strong, meaningful relationships with others.
- **Creative, innovative, and flexible.** You must enjoy exploring change and be happy working in a fast-paced environment. We'll need you to grasp new initiatives quickly and with a positive approach, so that you're able to confidently train others.
- **Able to extend kindness, consideration, and respect in all circumstances.** You will be exercising compassion and grace toward self and co-workers to encourage an environment that benefits everyone and supports Compassion's Christian ethos and mission.
- **Thorough and accurate.** You will have strong attention to detail with the ability to achieve thoroughness and accuracy when accomplishing tasks.
- **Highly organised with the ability to prioritise.** You will have the ability to prioritise with changing situations, thriving on bringing order to multiple tasks, with grace and consideration.
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Information for applicants

Salary	£33,900 (within the grade £33,900 - £40,090)
Hours of work	Full-Time: 35 hours (5 days) per week from Monday – Friday 9.00- 17.00

Salary

Compassion UK operates a salary grading system, with increments based on performance.

Benefits

- Enhanced pension scheme. Non-contributory pension scheme (10% employer contribution);
- Enhanced holiday allowance. All employees will be entitled to 5 normal working weeks' annual leave a year* (pro rata), plus normal bank holidays (pro rata). It will be compulsory for up to 5 (or relevant pro rata) days of that entitlement to be held in reserve and taken during the 'Christmas Period' when Compassion UK close their offices, this is usually around 21 December to 1 January each year. (*Year = 1 January to 31 December).
- Private health insurance (on completion of probation period);
- Dental insurance (on completion of probation period);
- Income Protection & Group Life cover.

Probation / Review periods

- New staff: six-month probationary period with three-month review;
- Internal appointments: performance review at three and six months.

Compassion House

Compassion House is a modern, agile office with free parking. Staff have free use of an on-site gym and shower facilities. Free tea and coffee are provided.

Statement of faith

Compassion is a Christian organisation. All applicants for this role should be in full agreement with our Christian faith-based ethos, faith statements, and values, and be able to live and work in accordance with them. One area of the interview will therefore explore your active personal commitment to the Christian Faith.

Child protection

Compassion is a child-focused ministry; we believe every child should be known, loved and protected. One area of the interview will explore your personal commitment to child protection. A satisfactory basic Disclosure and Barring Service (DBS) check will be a requirement once a conditional offer of employment is made to successful candidates.

Applicants with disabilities

Applicants with disabilities will be welcomed. We are committed to making reasonable adjustments and addressing any individual support requirements for those successfully shortlisted for interview.