



# Human Resources Advisor

<b>Department:</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Human Resources Manager</b>
<b>Place of Work:</b>	<b>Hybrid working arrangements to be agreed mutually with HR Manager (Some UK travel required)</b>
<b>Working hours:</b>	<b>22.5 hours per week</b>
<b>Salary</b>	<b>£29,218 (pro rata)</b>
<b>GOR:</b>	<b>NO</b>
<b>Status:</b>	<b>Vacancy</b>

## **About Elim:**

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables of spiritual heritage and destiny that will shape and define our future.

The HR department ensures that all management and employees are supported during their employment with Elim. Furthermore, policies and procedures are created in line with the need of the organisation and advice is given to the local churches on how to manage their employees.

## **Job Title: HR Advisor**

**Location:** This role can be worked flexibly and is mostly home-based. However, you will need to attend the Malvern site at least bi-monthly and may be required to travel and work from Elim Foursquare Gospel Alliance (EFGA) sites across the UK as required.

**Overview:** As an HR Advisor, you will play a key role in supporting Human Resources (HR) in various administrative and HR-related tasks. You will assist the HR Manager with implementing HR programs, policies, and initiatives to ensure that EFGA ministers and staff understand and incorporate them operationally. You will be expected to deploy various methods to engage churches and Elim International Centre (EIC)/EFGA staff in their understanding and adherence to these policies and HR processes, including coaching, online webinars as well as face-to-face presentations.

## **What we are looking for**

Reporting directly to the HR Manager, you will be key in supporting the Human Resources function for the Elim Foursquare Gospel Alliance (also known as the Elim Pentecostal Church) and EIC staff based in Malvern, Worcestershire, and the wider movement. We are looking for a highly motivated, suitably qualified individual who is creative and innovative to help us implement HR best practices across EFGA.

## **Working Hours:**

Part-time, 22.5 hours per week. The working schedule is to be agreed with the HR Manager. There is scope for a flexible working arrangement. However, there is an expectation of visiting and working from the Elim International Centre based in Malvern Worcestershire for a day bi-monthly.

**Salary:** £29,217.80 per annum, Pro-rata

## **Responsibilities:**

- Assist with recruitment and onboarding processes, including job postings, scheduling interviews, conducting background checks, and preparing new-recruit documentation.
- Maintain employee records and HR databases, ensuring accuracy and confidentiality.

**HR ADVISOR**

- Coordinate employee benefits enrolment and assist employees with benefits-related enquiries.
- Assist in sourcing (and where appropriate) organising training and development programs for EIC/EFGA employees, ministers, and Trustees.
- Support HR projects such as employee engagement initiatives, performance management, and compliance activities.
- Monitor the completion of mandatory training to ensure all training is completed by EIC staff and Trustees.
- Respond to employee enquiries and guide them in accessing appropriate HR policies and procedures.
- Prepare HR-related reports as needed (i.e. gender pay gap and sickness absence reports)
- Assist with payroll processing to help ensure accurate recordings of Head Office employee attendance and annual leave.
- Help organize company events and activities to promote employee morale and team building.
- Collaborate with other departments to facilitate HR-related processes and initiatives.

**Qualifications:**

- A bachelor's degree in human resources management or a related qualification (i.e. CIPD qualification or equivalent) is essential and/or demonstrable experience of working in a complex and demanding People & Organisational Development HR Advisor /HR Assistant, role.

**Knowledge, Skills and Competencies**

- Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.)
- Up-to-date HR knowledge.
- Familiarity with HR systems.
- Strong organisational and time management skills with the ability to prioritise tasks.
- Excellent verbal and written communication skills.
- Attention to detail and ability to handle sensitive and confidential information.
- Ability to work effectively in a team environment.

**Benefits:**

- Competitive salary based on experience.
- Company auto-enrolment pension
- Flexible working (to be agreed with the HR Manager)

- BHSF cash back health plan.
- Paid time off and holidays.
- Opportunities for professional development and career growth.

## THE PERSON

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree Level or equivalent experience within Human Resources;</li> <li>• Level 5 CIPD Qualification;</li> <li>• Evidence of ongoing personal development and post-qualification experience.</li> </ul>	Level 7 CIPD Qualification
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Solid knowledge of the relevant employment legislation;</li> <li>• Experience of interpreting information legislation and guidance into organisational best practice;</li> <li>• Evidence in assisting change within an organisation.</li> <li>• Experience of working effectively in collaboration with other agencies;</li> <li>• Evidence of effective management of resources;</li> <li>• Evidence of successfully handling sensitive situations effectively and confidentially;</li> </ul>	Experience of an HR department within a charity setting.
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and negotiating skills;</li> <li>• Adept at managing complex programmes of work;</li> <li>• Excellent people development and teamwork skills.</li> <li>• Sound judgement and logical decision-making.</li> <li>• Able to demonstrate high enthusiasm, commitment, and attention to detail.</li> <li>• Able to analyse and interpret highly complex and conflicting information and communicate this information straightforwardly to all staff levels.</li> <li>• Ability to anticipate risk and proactively mitigate the situation to minimise or avoid impact on results.</li> <li>• Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multi-disciplinary environment;</li> <li>• Team player, co-operates with other staff to achieve results.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Honesty and integrity</li> <li>• Enthusiastic and with a drive to achieve</li> <li>• Excellent oral and written communication skills</li> <li>• Demonstrate drive and ambition to deliver training and development programmes in a creative and variety of accessible formats.</li> <li>• Tenacity to maintain momentum in managing a detailed and complex work environment.</li> <li>• Organised, flexible, innovative and adaptable</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel where delegated and appropriate</li> <li>• IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use)</li> <li>• To operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy</li> </ul>	A valid UK driving license understanding of the Elim Ethos

## FURTHER DETAILS

Successful candidates invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information before this, please get in touch with the HR Manager.:

Alternatively, the information can be found online on the following websites.

- Elim Movement: <https://elim.org.uk>

## CONTACT

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