



OMF International UK

Human Resources Director



Job Description (including person specification)

I. Summary of Job purpose

The HR Director (HRD) is responsible for giving overall leadership in all personnel matters related to UK members and employed personnel, ensuring all personnel processes are conducted to high professional standards and to ensure legal compliance to all relevant legislations that affect OMF UK practices. S/he is to ensure adequate pastoral care systems and processes are put in place in order to fulfill the OMF UK mission mandate and strategic ambition. The HRD is responsible for providing a people-focused “end to end” care for all personnel associated with OMF UK.

II. Accountabilities and End Results

- The HRD is responsible for overseeing a professional, candidate process – from early inquiry through candidate screening to final clearances and preparation of candidates up to their departure to the field
- The HRD is responsible for overseeing, refining and executing a well-structured pastoral care and development programme for all OMF UK members, so that members are well supported, adequately equipped and highly motivated in their ministry areas.
- The HRD is responsible for the recruitment, induction and development of employed staff of OMF UK, ensuring that they are skilled and motivated to perform to a high professional standard.
- The HRD is responsible to provide strategic oversight to OMF UK Leadership Team (LT) and Trustees about both the short term approaches as well as the longer term direction it should take to fulfill OMF UK strategic priorities via its people strategy and practices.

III. Primary Accountabilities:

There are 4 primary areas that the HRD is responsible for:

I. Provide strategic advice and direction

As a member of the National leadership team, the HRD is responsible to provide

- Annual people strategy in light of the overall national strategic priorities.
- Regular reporting about how OMF UK is progressing on its people related strategy.
- Strategic insights to the LT and the Trustees as to how the people matter should be adjusted and adapted in response to major changes in the external environment.
- Leadership on monitoring and evaluation as to whether the people related targets and strategies are being delivered as intended as well as clear recommendations as to how to improve those areas that need improving.
- Leadership to build a effective and functioning Human Resource department to facilitate the work of the ministry.

II. Candidate Work

- To train and coach Regional Directors and Regional Council members in the screening of candidates and to ensure that all Regional Councils work to the same high standards in the screening of Candidates.

- To work closely with Regional Directors and the UK Serve Asia Coordinator(s) to ensure appropriate screening levels of Serve Asia applicants and that required preparation and orientation are put in place, as well as work out a strategy to provide adequate follow-up of Serve Asia alumni
- To review and monitor the effective working of the current candidate and employed staff processes – through regular feedback and consultation with all relevant stakeholders, and proactive programme monitoring. Taking necessary action to ensure OMF has a highly caring, professional, effective and efficiently executed candidate process.
- To ensure all candidate records are well kept and regular progress reports to IHQ and UK Trustees are backed up by facts and figures. Also providing relevant data to Trustees and Regional Directors so to enable them to examine trends and patterns during the strategic planning cycle.
- To ensure good practice guidelines on the recruitment and selection of candidates are made available to all the new incoming RDs as part of their induction.
- To run up to four candidate courses per year, complementing what is being taught at Orientation Course in Singapore.
- To co-coordinate with OC Supervisors and Regional Directors about what will be the appropriate level of pre-field preparation of candidates/new workers, making sure that all new workers get all the pre-field preparation and orientation they need prior to being sent out.
- To work closely with the International Director for Personnel/Personnel Selection Manager and Field leaders in communication about the suitability of candidates, progress in their candidate process and responding to their queries and concerns.
- Member Care and Development
- To review the effectiveness of the maintenance of member records to ensure that detailed planning of the movements of UK OMF members quarterly and annually can be done. This will include liaising with Regional Directors about proactive planning for the support of home assignees.
- When members are on home assignment, the HRD is to ensure sufficient pastoral care is given so that they will be refreshed and recharged before returning to the field. The HRD is to achieve this by working closely with the IDP, the Director for Member Development, Field leaders, Regional Directors, the home church of the member, and the HR manager.
- To work closely with UK members serving on the Home side to identify clear development requirements annually. Based on the collective data from this annual conversation, HRD will recommend and implement courses of action where required for member development.
- To provide training to all UK based personnel involved in member care and development. It is expected that good practice guidelines on member care and development will be documented and distributed to those who will be part of the network stakeholders to support member care, e.g. members' local church, new regional council members, new RDs.
- To involve other Members as well as network with other likeminded agencies for peer-to-peer mentoring in areas of member care and development.
- To run up to three Home Assignment Reunions per year, which includes keeping close contact and interaction with Home Assignees – leading to follow-up member care where appropriate.
- Working closely with the IDP, the Member development team at IHQ and with Regional Directors to ensure that all members on Home Assignment are adequately followed up with Member Care and Development

III. Employed Staff

- To work closely with the Human Resources Manager, ensuring that the recruitment, induction and development of employed staff is handled in a professional, legally compliant and caring way
- To involve and train all OMF staff line managers in implementing regular supervision and appraisal policy and practice, to ensure the pastoral care of all OMF employed staff is implemented by those who have the duties of care to OMF UK staff members.
- To ensure all those who have responsibilities to recruit and select staff are well trained to execute a legally compliant and professionally sound set of practices. It is expected that a good set of guidelines on recruitment and selection are made available to induct all line leaders in OMF UK.
- To ensure all OMF UK personnel practices are updated – either because of the legislative changes or because of changes in professional standards.
- To ensure all employed staff records and statistics are kept up-to-date
- To make regular reports to the LT and Trustees of OMF UK on the Staff situation.
- Attend Personnel Liaison Committee (PLC) as an ex-officio member.

IV. Secondary Accountabilities

There are two secondary areas of accountability:

I. Mobilization

- To work closely with the Director of Mobilization and Regional Directors in planning an annual mobilization strategy based on OMF UK Strategic priorities by sharing relevant statistic and data.
- When capacity permits, to support and take part in mobilization work by disseminating the East Asia mission opportunities to churches and other relevant bodies to encourage an active participation in mission, including praying, giving and going.
- To provide support and when capacity allows, participate in major mobilization events like Swanwick Conference, Serve Asia orientation and debrief weekends, as well as other significant national and regional conferences and meetings.
- To provide support and when capacity allows, participate regularly in active mobilization activities – e.g. by speaking to CUs and local churches.

II. Give Professional Advice to OMF UK on All Aspects of People Matters

- Based on the regular review and monitoring of existing practices in candidate recruitment and selection, members pre-Field preparation, members support on Field and on Home Assignment, members continuous development, and OMF employed staff recruitment/selection, supervision/support, and staff development – provide professional judgment as to what areas of change and adaptation OMF UK should make to ensure we will fulfill our integrity in our commitment to people.

V. Span of Control

Leadership team. S/he is the line manager of all those who are working within the department. Currently, this includes a full-time Human Resources Manager, together with a Human Resources Officer and Human Resources Assistant, Mailroom Co-ordinator and Support Services Assistant as well as assistance from IT and finance personnel on specific issues pertaining to these departments.

Finance: The HRD is accountable to submit annually the department's budget for approval, and is then responsible to exercise the effective and efficient management and control finances allocated to it.

VI. Critical Linkage and Partners

The HRD is a member of the Leadership Team and of the National Office Directors Team (both chaired by the ND), also part of various OMF UK formal and informal working groups that deal with candidates and Member Care and Development.

The day-to-day working partners are primarily Regional Directors, IDP, Personnel Officers of the various fields, Field and UK Medical Advisors.

The HRD will also relate to Regional Council Chairpersons and Members, as well as the Director for Mobilization, Serve Asia Coordinators (International and National) and peers from other likeminded agencies.

The HRD will liaise with UK churches to provide information about mission opportunities and work will with supporting UK churches to encourage appropriate participation in the areas of member care and development.

The HRD should attend inter-missions events that deal with personnel matters.

VII. Governance and accountability

The HRD will report to the National Director who will be their line manager. The ND is responsible to carry out regular support and supervision of the HRD, to undertake their appraisal, and to make strategic development decisions jointly with them.

The HRD is responsible for the Human Resources Manager, to undertake regular support and supervision as well as their appraisal and personal development decisions.

VIII. Location of work, Travel,

The HRD will be based at the OMF UK National Office in Borough Green, Kent. OMF is responsible for their housing, but will take the HRDs personal preferences into consideration. The HRD is expected to travel regularly to the Regional Centres (around once every two years to each centre) to meet up with Regional Directors and Regional Councils.

Regular visits to Asian countries for update on field developments should be planned in to their schedules (every two to three years) and budgeted for.

The HRD is expected to attend national and regional conferences and events as invited by conference leaders. The HRD is expected to represent OMF UK at churches and CUs as appropriate.

IX. Training Provided

The Fellowship will provide all necessary training for the HRD especially in areas of specialist expertise like CIPD and understanding the IPS system, but also for more general skills as counseling, conflict management, interviewing techniques etc, in discussion with the ND.

X. Appointment

The HRD appointment is for an initial two-year period, to be renewed on a four-year cycle.

XI. Person Specification

The ideal Human Resources Director should fulfill both the first as well as the second level of requirement. However, we recognize that the comprehensive list of requirements may result in few suitable candidates – who will come in full attainment of all the requirements. Therefore we are committed to training and development and through an active phase of induction, we are able, without undue amount of risk, to appoint someone who does not meet a significant number of second level requirements.

First Level of Requirement

Criteria	Description	Met/partially met/unmet
1.1	Member of the Fellowship in good standing	
1.2	Member of the Fellowship that has field experience and also has familiar experience of the whole candidate process	
1.3	Has clear insights about the strength and weaknesses of the current approach in candidate selection and members care – with clear proposal what they would do to improve the process	
1.4	Demonstrated their ability to provide spiritual leadership to others	
1.5	Demonstrate their ability to work and relate well with others – specifically the ability to get alongside with people, gaining their trust and confidence. Their interpersonal skill is critical	
1.6	Effective communication skills – able to communicate complex message effectively – verbally and in written form.	
1.7	Demonstrated strong pastoral care experiences as well as know-how in delivering pastoral care systems and processes. For this, good listening skills are important.	
1.8	A “people-focus” mentality – demonstrated a concern for people and a consistent desire to help people to grow to participate in God’s ministry.	
1.9	A systematic and organized approach to work – able to break down complex task into sizable bite for delivery	
1.10	Effective team builder and leader - “Team-ability” skill – demonstrated the ability to work well with others within a team structure – both as team members (in the NLT) as well as team leaders (in the Directorate of Personnel)	
1.11	Have some experiences in mobilization ministry	
1.12	Committed to self development and life long learning – as a habit.	

Secondary Level of Criteria

Criteria	Description	Met/partially met/unmet
2.1	Strategic insights – show potential to think strategically – able to see the big picture as well as able to translate strategic thinking into actionable plan	
2.2	Externally sensitive – able to discern how external circumstances may affect OMF ministry direction and proactively work with colleagues to adjust the personnel system to support the Fellowship’s changing direction	
2.3	Competent in external liaison and partnership skill – ability to build effective and collaborative relationship with external and internal partners.	
2.4	Have professional knowledge of good human resource management practices and eventually obtain professional qualification – CIPD.	
2.5	Show potential in leadership qualities – able to formulate vision and strategic plans and how to involve people to engage and own such plan. Ability to provide direction and guidance.	
2.6	Have some experience and understanding in a) the role of developmental programme to help people fulfill their potential and stretch people’s performance; b) how to design and commission such programme	
2.7	Have experience in giving effective supervision as well as in performance.	
2.8	Ability to provide basic counseling or know enough to refer members to specialists when required.	