



## **VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head of Mission HR
<b>RESPONSIBLE TO:</b>	Director for People and Culture
<b>DEPARTMENT:</b>	People and Culture
<b>INTERNAL RELATIONSHIPS:</b>	Department for People and Culture (P&C) , Department for World Mission (DWM), Department for Communications and Fundraising (DECAF), Intercultural Learning and Collaboration (ILC), Finance and Operations (FOPS), Executive Director Team (EDT),
<b>EXTERNAL RELATIONSHIPS:</b>	Global Connections including being on the core group for the International HR Forum, 31:8 (Safeguarding Advisers), External debriefers, Health Advisers, Insurance Brokers, All Nations Christian College, Sending Churches, Global employment specialists
<b>LOCATION/TRAVEL TO:</b>	BMS Didcot with occasional overseas travel and occasional travel to BMS training contexts/hybrid
<b>JOB TYPE/HOURS:</b>	Full time, permanent
<b>GRADE:</b>	Grade 3 – professional

### **JOB OVERVIEW**

**To lead the provision of high-quality HR operations and support for mission personnel, throughout the whole lifecycle.**

The role leads the Mission Personnel HR Team which is responsible for the development and implementation of all BMS mission programmes enabling people to participate globally in mission. This includes recruitment, training and support of mission personnel throughout the whole employee cycle and the development and growth of the People Pool. This role is complex and broad, covering a range of responsibilities and areas of expertise. The Head of Mission HR will oversee mission-wide resources such as policies, procedures, and benefits, and provide efficient and effective advice, guidance, and support to Mission personnel

This role works strategically with the Director of People and Culture (P&C) to deliver the People Strategy in order to achieve our BMS strategy and organizational transformation.

# ROLE AND RESPONSIBILITIES

## 1. DEPARTMENTAL LEADERSHIP

- Actively participate in the overall leadership team of the P&C department
- In collaboration with the Director of People and Culture, support and make recommendations to the Executive Director team on key areas related to polycentric mission recruitment, training, sending and support, built on a deep understanding of living out Christian values at work and goal to become more polycentric.
- Work collaboratively with the Director of People and Culture and other department leaders to develop the vision, culture and strategic plans for the department.
- Contribute to the achievement of departmental KPIs which support leadership to make informed and strategic decisions
- Participate in alignment of P&C strategic objectives and managing overall departmental budget
- Liaise closely with the Head of HR to provide consistency in principles, policies and procedures across the organisation on matters affecting UK staff and mission personnel
- Liaise with the Safeguarding Lead and be the point of contact on safeguarding checks and issues relating to mission and people pool personnel

## 2. MISSION PERSONNEL OPERATIONS LEADERSHIP

- Provide strategic leadership in relation to all mission personnel matters across BMS.
- Oversee development and growth of people pool to support BMS' goal to become more polycentric
- Shape, review and deliver policies and procedures in collaboration with relevant stakeholders, ensuring they are fit for purpose and compliant with legislation and ensure mission personnel understand BMS' core expectations, entitlements, policies and practices, the intent behind our policies and practices and are aware of any changes
- Responsible for ensuring all Mission Personnel records are accurately and securely stored on Ciphre
- Monitor and maintain good standards of practice through benchmarking and engagement in external networks, membership of relevant bodies and keeping up-to-date with employment legislation and key statutory changes and trends
- Take an active role in sector-wide networks and promotional events on behalf of BMS, and contribute to thought leadership, particularly in relation to mission personnel programmes
- Build and maintain networks with other mission organisations and networks such as Global Connections
- Oversee the procurement of overseas medical (travel) insurance, and special risks insurance
- Oversee framework and tools to enable responsible staff travel, including travel to insecure environments
- Collaborate with Director for People and Culture and Head of HR on cross-organisational initiatives, policies and practice relating to BMS personnel

## 3. RECRUITMENT, TRAINING AND CARE OF MISSION PERSONNEL

- Lead on all aspects of recruitment, training and care of mission and people pool personnel
- Collaborate regularly with relevant departments throughout the mission personnel lifecycle to ensure people are appropriately supported, and there is consistent application of policy and practice.
- Collaborate with relevant departments to facilitate recruitment of mission and people pool

personnel to meet BMS' strategic needs and ensure all recruitment processes are efficiently and effectively organised.

- Lead on new initiatives relating to recruitment, training and care of mission personnel
- Responsible for the interview processes and practices for mission personnel
- Be the primary point of contact for Sending Churches to ensure good and consistent partnership throughout the mission personnel lifecycle.
- Be responsible for pre-departure training for all mission personnel, in collaboration with BMS departments and external providers.
- Be responsible for the support of Third Culture Kids (TCKs) and their families including educational support and counselling
- Be responsible for the health provision for mission workers, including support for any medical or psychological conditions.
- Ensure effective provision of pastoral care for mission workers in collaboration with the Safeguarding and Wellbeing Lead.
- Ensure home assignments are organised in a timely, appropriate and efficient manner.
- Oversee and facilitate relevant debriefs for mission workers and staff who have travelled as appropriate
- Oversee the process of end of service for mission personnel in conjunction with relevant line managers

#### **4. PERSONNEL CRISIS MANAGEMENT**

- Ensure mechanisms are in place and people are equipped to respond in times of crisis
- Ensure the Crisis Management Manual is kept up to date and is regularly reviewed
- Be responsible for organising training in crisis management on a regular basis
- Act as CMT coordinator or HR co-ordinator on CMTs as required
- Responsible for the management of emergency phone data, rota and training to ensure consistent coverage

#### **5. MANAGING PEOPLE**

- Provide line management of the Mission HR Officer
- Be responsible for equipping, guiding and supporting the mission personnel line managers to effectively manage their mission personnel remotely and through complex situations
- Work and line manage in accordance with BMS policies and procedures

#### **6. MANAGING FINANCE**

- Be responsible for the Mission HR estimates development, monitoring and expenditure

#### **7. OTHER DUTIES**

- Such other duties commensurate with the grade of post as determined from time to time by the Director for People and Culture

## **PERSON SPECIFICATION**

### **SKILLS, KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- CIPD Level 5 or equivalent relevant experience
- Experience of working overseas
- Proven commitment to and understanding of cross-cultural mission beyond the UK
- Proven organisational and project management skills
- Proven ability to manage, prioritise and respond to complex and competing demands
- Proven ability to deal with complex issues, including in insecure environments
- Proven experience in crisis management, including managing risk

- Proven ability to develop and manage budgets
- Knowledge of safeguarding requirements
- Experience of caring for and managing personnel
- Proven pastoral abilities

### **Preferred**

- CIPD level 7
- Experience of recruitment and debriefing
- Knowledge of UK and global HR Law
- Experience of managing and developing databases

## **PERSONAL QUALITIES**

### **Essential**

- Professional approach to the task and the team
- Have the highest level of integrity and standards of excellence
- Take confidentiality seriously and appropriately
- Demonstrable servant leadership qualities
- Work relationally and collaboratively
- Be self-aware and committed to continuous learning
- Personal values align with BMS' vision, mission, values, and strategy
- Be creative, adaptable and able to take initiative

## **SPECIFIC OCCUPATIONAL REQUIREMENTS**

The job-holder must have the right to live and work in the UK

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement.

### **SAFEGUARDING:**

An enhanced for child regulated activity DBS check is required

### **APPROVED BY LINE MANAGER:**

**Date:**

### **REVIEWED BY DIRECTOR:**

**Date:**