



Human Resource Advisor

Full-Time, United Kingdom, London

Department
Infrastructure

Employment Type
Full- Time

Minimum Experience
Experienced

We are seeking a Human Resource Advisor to join our team, working closely across our organisation with our Senior Management Team.

This role is of great importance to us as we grow, strengthen, and develop our staffing team at Hillsong Church.

The ideal candidate will be keen to grow and evolve in this role, with the ability to manage and develop a team in the future as the department and our staffing team grow. Ensuring we provide a first-class, compliant, and end-to-end HR function.

There are three core aspects of the role:

- Human Resources
- Payroll management
- Staff Wellbeing and safety

Summary of responsibilities:

Human Resources

- Manage the recruitment, onboarding and exit processes of staff including the training, induction and exit procedures
- Responsible for the accurate recording and maintenance of HR records
- Work with the General Manager and/or Legal Department to coordinate the regular review and updating of HR policies and procedures, updating management guidelines and communicating with employees when appropriate
- Update staff handbook, adding relevant policies to shared drive and inform staff of changes where necessary
- Responsible for recording and submitting monthly payroll additions, changes and deletions, key information, and timings
- Develop and maintain key HR infrastructure and systems, including ensuring best practice for items such as job descriptions and performance management
- Collecting and collating relevant information and analysis for presentation to management to inform decision making and strategic development
- Contributing to the ongoing assessment and improvement of our HR systems and processes. Develop and implement HR strategies and initiatives aligned with the overall business strategy

Payroll Management

- Manage the payroll including additions, changes, and deletions (including filing pension fund correspondence)
- Liaise with finance department for efficient management of payments and financial records

Staff Wellbeing

- Nurture a positive working environment
- Promote equality and diversity as key part of the culture of the organisation
- Review and update health and safety policies in accordance with legislation and good practice, ensuring they are fit for purpose and fully adopted



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- Carry out regular homeworking assessments and oversee the implementation of associated recommendations.

Requirements:

- Educated to degree level with additional HR qualifications relevant to the role
- Excellent oral and written communication skills and ability to professionally represent Hillsong Church
- Excellent planning, time management and organisational skills with ability to multi-task and organise others
- Interpersonal skills and the ability to develop and maintain good working relationships at all levels
- High levels of accuracy and attention to detail and deadlines
- Ability to prioritise work, to work well under pressure and be flexible and adaptable to changing workloads
- Capability to work with numerical information, plus analytical, problem-solving skills and project management ability
- A diplomatic approach and the confidence to provide support to high-profile organisational staff, including managing confidential information
- Good IT skills including competency in Microsoft Office packages

Profile/Skills/Qualification

- Pastoral and experience leading volunteer teams
- Good interpersonal skills and the ability to handle queries from a wide range of people
- Excellent planning & organising skills, with the ability to manage multiple deadlines
- A willingness to work and be:
 - o Collaborative
 - o Supportive
 - o Generous
 - o Inspirational
 - o Committed to a Common Purpose

If this sounds like you, we would love for you to apply today!