

The Director of HR (Personnel and Governance) Job description

Main Job Function:

The Director of HR for organising the proper operational controls, administrative and reporting policies, procedures, process and people systems in place to effectively grow the organisation and to ensure strength and operating efficiency.

Accountabilities:

To the CEO and the Board of trustees of GEM UK

Line Manger: Jeremy Dearing, CEO, GEM UK

Direct reports:

Personal team

Governance team

Purview:

The Director HR oversees people, process, policy, procedures and system in GEM UK in conjunction and collaboration of GEMi

Operating Location:

Home

Working Hours:

The expectation will be for the director of HR work 24 hours per week (3 days). The role will require some travel national and international.

Authority:

The Director operates with delegated authority given by the CEO. This authority allows them lead and manage people and responsibilities as they consider necessary to achieve agreed upon objectives. This should be done in accordance with the GEM UK policies, and in adherence to the unique requirements of UK law, and in collaboration with the various external GEM stakeholders.

Overview Responsibilities

- Provide day-to-day leadership and management of personnel and governance teams
- The oversight of recruiting, screening, landing and onboarding and hiring (in conjunction with finance and legal) of new staff both coming into the UK and leaving the UK
- To work alongside all departments to bring organisation health by to developing and reviewing systems, procedure, policies and processes.
- To be part of CEO's executive to bring wisdom and advice on GEM UK effectively fulfilment of its goals
- To work alongside GEM's UK and international partners

Personnel Responsibilities and activities

- To oversee and develop the process of assessment for worker joining GEM UK in conjunction with GEMi and sending centres
- To oversee and develop the process of assessment for worker being sent by GEM UK in conjunction with GEMi and receiving.
- To working with Ministry Director of placing of working in team
- To oversee the effective landing and onboarding of working in the UK

Governance Responsibilities and activities

- Responsible for the measurement and effectiveness of all processes internal and external. Provides timely, accurate and complete reports on the operating condition of the company.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the transforming objectives of our organisation.
- Motivate and lead a high-performance management team; attract, recruit and retain passionate members of the team not currently in place; provide mentoring as a cornerstone to a management career development program – developing the bench.
- Assist, as required, in raising additional resources in terms of finances both for the missionaries (e.g. SEMA, deficit reports, etc.) and with the fundraising team for the general budget.
- Oversee the development of systems, and record and update all policies, procedures, digital file management including GDPR.

Competencies:

1. People Leadership.
2. Strategic Thinking.
3. Results Driven.
4. Business Acumen.
5. Decision Making.

Qualifications Needed:

- A vibrant relationship with God and exemplifies being a disciple and making disciples
- Ability to work independently and as part of a team
- Ability to work accurately with interruptions to meet deadlines
- Good communicator, listener, and team builder
- Organizational skills
- Flexible
- Willing to travel
- Ability to ensure compliance to applicable laws, guidelines, policies, procedures, and practices

