



Role Description

JOB TITLE: DIRECTOR OF PEOPLE AND CULTURE

DATE: June 2024

ACCOUNTABLE TO: CHIEF EXECUTIVE OFFICER

TEAM SUMMARY:

The People Team is committed to the attraction, retention, and development of a talented, purposeful, innovative, and agile workforce intent on making a difference for those living in isolation whilst making MAF UK a great place to work. We do this by nurturing a supportive and encouraging environment, where strong relationships are built, personal growth, innovation and creativity are encouraged, and performance achieved.

JOB SUMMARY

To lead the People Team and oversee the development and implementation of our People Strategy designed to attract, develop, and retain a high performing and creative workforce which is passionately engaged with our vision to see isolated people changed by the love of Christ.

RESPONSIBLE FOR:

1. LEARNING AND DEVELOPMENT

Overall responsibility for enhancing learning within the Charity to ensure we have the skills, experience and mindset needed to move forward.

By overseeing the design and delivery of:

- A strategy to develop inspirational and effective people, managers, and leaders.
- Effective and engaging staff induction and onboarding
- A Management Development Programme to establish and embed an agile, innovative, and empowered culture.
- Our annual performance development cycle and staff engagement survey.

2. CULTURE

Overall responsibility for shaping our practice to align with our Values, Mission, and Cultural Norms.

- Developing organisational practice to enhance our Christian identity and build missional awareness including oversight of our spiritual formation sessions.
- Overseeing initiatives to embed and enhance our cultural norms.



3. WELLBEING

Overall responsibility for the creation and maintenance of initiatives and practice that promotes wellbeing and builds community.

- Overseeing the design and implementation of the Wellbeing Strategy
- Supporting People Managers in employment relations issues and in the delivery of pastoral care.
- Visiting overseas programmes to support and encourage staff and gain organisational insight.

4. TALENT ACQUISITION

Overall responsibility for the design and delivery of strategies to increase the number of new recruits to serve overseas and attract and hire talent to serve in our offices in the UK.

- Overseeing the design and implementation of an International Recruitment Strategy
- Overseeing the creation and implementation of recruitment procedures to ensure an effective and efficient process and excellent user experience.
- Attending recruitment events as required and participating in interviews for senior UK and international assignments.
- Leading in the development of the Engineering Training Scheme, the Future Pilot Programme and other training initiatives.
- Working with team members to establish further links with industry.

5. PARTNERSHIP

Shared ownership for improving partnerships internally within MAF UK and externally with MAF International (MAFI), other Resourcing Groups and mission and Church groups within the UK.

- Taking opportunities to network and engage with mission and church groups in the UK.
- Building relationships with MAFI, contributing to the development of international policy and practice, active participation in the HR International Group, Recruitment Groups, and the HR Forum.
- Supporting and proactively sharing resources, experience, and expertise with other Resourcing Groups.

6. LEADERSHIP

- Taking the lead on all HR related issues and acting as a trusted partner and guide to members of the Executive Team.
- Managing, coaching, and leading the People Team to ensure they are engaged, delivering agreed strategies, and providing excellent HR services and business partnering to managers.
- Contributing to the overall development and management of MAF UK as a member of the Executive Team.
- Representing the People Team presenting, influencing, and reporting at Board level.



7. COMPENSATION AND BENEFITS

Managing and developing our compensation and benefits schemes to ensure that remuneration remains fair and competitive.

- Conducting salary benchmarking according to agreed schedules
- Leading the job evaluation process
- Overseeing our recognition schemes

8. LEGAL AND FINANCIAL

- Maintaining a high level of legal awareness and ensuring that our employment obligations and policy are maintained.
- As the Safeguarding lead ensure that our 'Safeguarding' responsibilities are upheld, staff receive training and DBS (Disclosure and Barring Service) checks are completed as appropriate.
- Maintain oversight of the People Budget including international staff, recruitment, and training.

9. PROFESSIONAL DEVELOPMENT

- Maintaining currency with employment legislation, HR good practice, and trends within Christian mission organisations.
- Maintaining Chartered membership of the Chartered Institute of Personnel and Development.
- Modeling self-leadership through continual professional development.

Dimension and Limits of Authority:

- Responsible for annual planning in accordance with the MAF UK strategic plan.
- Expenditure up to agreed budget.
- Responsible for managing the People Team and conducting regular 'Catch Ups' and Personal Development Reviews according to MAF standards and practice.
- Decision making within agreed parameters.
- Responsible for adherence to legislation and good practice principles in all areas of responsibility.

Tasks common to all members of the Senior Leadership Team:

1. Role modelling organisational values, beliefs, and culture - contributing to the shared spiritual life of MAF UK as a unique Christian charity by leading and attending times of Biblical reflection and corporate prayer.
2. Encouraging team members to attend, participate and lead in times of Biblical reflection and regular corporate prayer.
3. Leading, coaching, and mentoring team members to ensure that team and individual objectives are met.
4. Participating in planning in accordance with the MAF UK strategic plan and as outworked through matrix and project teams.
5. Supporting team members participation in agreed matrix and project teams,
6. Keeping line manager informed of all relevant and timely information.



7. Complying with statutory requirements for handling personal and sensitive data and ensuring that good personal data handling practices are developed, reviewed, and implemented in the team.
8. Abiding by the Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.
9. Attending a bi-annual medical at an approved provider to ensure fitness for overseas travel.
10. Within remit implementing and encouraging practices to reduce our carbon footprint

Christian values, beliefs, and ethos of MAF UK:

As a Christian mission, MAF UK seeks staff who share in the evangelical Christian values and beliefs of the organisation, as described in the mission, purpose, values and beliefs statements. All staff will be required to actively support and demonstrate the Christian values of the organisation and to take part in organisational activities such as staff devotions, prayer meetings, and fellowship days.



PERSON SPECIFICATION

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent standard • CIPD qualified (Level 7 - Chartered membership) 	<ul style="list-style-type: none"> • Management qualification or training • Theological qualification or training
Experience	<ul style="list-style-type: none"> • Proven experience in a senior HR, management, and leadership role • Proven success in design and implementation of HR strategies, and change management initiatives • Considerable experience of recruitment • Experience in strategic planning, and financial management • Experience managing and delivering projects • Experience analysing people related issues to design and implement HR initiatives • Experience creating and implementing policies 	<ul style="list-style-type: none"> • Experience of having lived and worked in a cross-cultural setting • Experience of working in the Church, mission, or charity sector • Experience in an aviation setting
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills (written and oral), including presentation and training skills. • Ability to plan and work strategically • Ability to influence at all levels within a complex stakeholder organisation • Ability to supervise, negotiate, motivate, and envision team members • Highly effective verbal reasoning skills • Ability to develop organisational guidelines, policies, and corporate objectives • Budget preparation and control • Ability to work under pressure, multi-task, and coordinate, with multiple deadlines and stakeholders. • Working knowledge of UK employment legislation • Able to coach at a senior level and provide support, guidance, and advice. 	



<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of our Statement of Faith • Willing to proactively take part in MAF events and meetings e.g., prayer meetings, away days etc. • Able to describe these beliefs and values to others to represent MAF as a Christian mission organisation • Emotional resourcefulness • Flexibility towards others and circumstances • Service orientation • A self-starter who is not afraid to challenge the status quo • A team player who leverages individuals' strengths to complete objectives. 	
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SUMMARY OF TERMS AND CONDITIONS

Location: MAF UK, 1st Floor Castle House, Castle Hill Avenue, Folkestone, Kent, CT20 2TN

Terms:

- As a senior appointment at least 36 hours per week but in addition those required to achieve the agreed responsibilities, with one hour for lunch daily, unpaid. Hours should be agreed with line manager.
- Flexibility will be required for working additional hours and travel to meet business needs (including overseas travel) and for travel/meetings on weekends or evenings.
- Annual leave entitlement of 22 days per year and 8 paid public holidays per year.
- Non-contributory pension scheme (10%) of salary.
- Death in service payment equivalent to ten times the base salary

Probationary and notice period:

- Six month probation period with a three month review
- Three months' notice period