



## **Lead on Mission and Resourcing (Part Time - 3 days a week)**

Holy Trinity Barnes' vision is to be a church that welcomes people to Jesus and that can be called home. After a couple of challenging years during lockdown, HTBarnes now looks forward with excitement to seeing God at work in many ways in its community.

To implement its new vision, HTBarnes is now looking to recruit someone who is 'full of the Holy Spirit and faith' (Acts 11:24) to join its leadership team working alongside the Vicar and new Lead on Operations and Finance.

The role of Lead on Mission and Resourcing would suit anyone with management or HR experience, a heart for teamwork, a desire to make the most of the church's resources and to see it flourish.

**Salary**            £35,000 pro rata  
Enrolment in our NEST pension Scheme

**Start date**        negotiable from September 2022

**To apply**           Please submit a CV together with covering letter to [Recruitment@htbarnes.org](mailto:Recruitment@htbarnes.org)  
Your CV must include 2 references, one of which should be your most recent employer.  
Your letter should cover why you are applying for the role and how you meet the job specification. Letters should be no more than one side of A4  
Visits to the church and to meet the team are warmly welcomed

**Interviews**        Week commencing 11<sup>th</sup> September 2022

**Deadline**           9<sup>th</sup> September 2022  
Applications will be reviewed as soon as they are received so candidates are advised to submit their application as early as possible.

If you have questions or would like to discuss the role before submitting your application please email [Recruitment@htbarnes.org](mailto:Recruitment@htbarnes.org)

Please note that the successful candidate will be required to submit proof of eligibility to work in the UK and that the appointment will be subject to Enhanced DBS check.

Holy Trinity Barnes  
162 Castelnau, Barnes. London. SW13 9ET  
10am on Sundays

Be part of it..



## **Mission and Resourcing Lead (PT - 3 days a week)**

### **Job Description**

#### **Job Summary:**

To provide HR and planning support to the team of staff and volunteers at Holy Trinity Barnes

#### **Main Responsibilities :**

- Responsible for all HR matters at Holy Trinity Barnes and for the day to day management of the team running ministry hubs
- Responsible for internal planning structures and allocation of tasks and projects to staff
- To be part of the Leadership Team with the Vicar and Lead on Operations and Finance and thereby help the church fulfil its objectives, ensure it is mission focused, facing outwards into its community and responding to its needs
- Representing the church and its mission to all

#### **Responsibilities**

##### **HUMAN RESOURCES :**

- Develop and implement HR policies, acting as HR Lead ensuring HTBarnes complies with relevant legislation and good practice
- Design and implement robust HR systems to include
  - Recruitment
  - Management and target based reviews
  - Annual appraisals
  - Personal development and training plans
  - Salary structures
  - Oversee pay scales for staff and cost of living pay increases each year
- Develop and manage internal communication and management procedures
- Facilitate advancement of the HTBarnes staff team and volunteers through training and staff development
- working with team to recruit full and part time, permanent, fixed term and volunteer staff
- Provide HR support of HTBarnes management in the recruitment, regular appraisal and development of staff
- Alongside the Lead on Operations and Finance/ Safeguarding Officer, ensure all activities are fully safeguarded and assessed for risk according to both the Safeguarding and Health and Safety Policies.
- Creating, developing and managing a programme for management and development of volunteers
- Work with leadership team to manage sensitive employment situations as and when they arise.
- Liaise with external HR advisors on employee relations as required

**PLANNING:**

- Working with the vicar, design and implement effective planning structures to include
  - Termly vision days
  - Weekly delivery meetings
  - Regular team ministry time
  - Others as appropriate to need
- Ensuring easy-to-use internal communication systems are in place for office based and remote staff to share diaries, event information etc.
- Work with all staff and volunteers to facilitate the delivery of ministry and events at HTBarnes

**LEADERSHIP:**

- Be part of the leadership team of HTBarnes alongside the Vicar and Lead on Operations and Finance to make strategic decisions in relation to good practice, operational and premises considerations and financial implications
- Taking joint ownership of the vision for HTBarnes and working with Leadership Team to shape it and deliver it.
- Provide support to Leadership team, taking a lead in organising and chairing meetings

**OTHERS:**

- Engage fully in regular supervision meetings and theological reflection on aspects of your work and attend training, conferences and further education as identified with line manager.
- Participate in church life, attending church staff meetings and prayer meetings and other church events as required.
- Create necessary support structures to enable resilience and spiritual development
  - (e.g. Community group, prayer support, sabbaths, regular retreats, etc.)
- Undertake any other more general and reasonable duties as required

**RELATIONSHIPS:****External Relations:**

- Visitors, members of the public, contractors, suppliers
- Staff of other churches and offices of the diocese
- Liaison with outside agencies, organisations and voluntary groups
- Representation of the church in relevant groups in the locality and in London where necessary

**Internal Relations:**

- Line management of all staff
- Leading weekly meetings with staff and volunteers
- Meet regularly with staff to meet their internal targets and develop personal development plan
- Meet regularly with PCC to meet internal targets and develop personal development plan
- Attend strategic days away with the HTBarnes team and contribute to the development of the church as a whole

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the post.**

**Reports to:** PCC

**Location:** Minimum 2 days on site at church, especially Tues and Wed as required, with opportunity to work from home as practical on Mon, Thurs and Fri. Regular attendance is required at Sunday services and church events.

**Contracted working hours** – 22.5 hours

## **PERSON SPECIFICATION**

### **Skills and experience for the role**

#### **Essential**

- Educated to A level or equivalent with at least GCSE standard of Maths and English.
- Experience of managing staff and good working knowledge of HR systems
- Excellent interpersonal skills to build working relationships with a wide range of people from within and outside HTBarnes
- Sensitivity, sound judgment and pragmatism to deal effectively with delicate and important situations that arise
- Word-processing skills and full working knowledge of Microsoft Office software
- Good written and verbal communications skills.
- Experience of using online systems including databases
- Administration experience – knowledge of administrating, collating and monitoring information
- Excellent organisational skills
- Good team player with self-motivation, perseverance and determination
- Be a committed Christian with a strong will to help bring people to faith (as permitted under Schedule 9, Part 1, of the Equality Act 2010)

#### **Desirable**

- A recognised HR qualification
- Experience of organisational change