



Langham[®]
PARTNERSHIP

Langham Partnership
Human Resources and Quality Systems/Operations
Director
Salary: Dependent on Location
Location: Anywhere
Contract Type: Permanent Full Time

The Langham Partnership is a global movement working to equip and resource indigenous leaders around the world to multiply disciples in their families, churches and communities.

Job Description

Background on Langham

Our vision:

Langham's vision is to see churches in the Majority World equipped for mission and growing to maturity in Christ through the ministry of pastors and leaders who believe, teach and live by the Word of God. 61% of the world's believers reside in the non-Western world. Langham walks in the hard places of poverty, pressure and potential.

Main Purposes of Job:

In the role of HR & Quality Systems Manager/Director, you will ensure all operational activities are undertaken to a high professional standard in an enabling, relational manner. You will proactively facilitate excellent leadership, people management and a values driven culture throughout the organisation. You will provide a framework and focus for best HR and operational practice, well-being, health and safety so that staff can flourish, in order to help Langham Partnership fulfil its mission.

- o To champion and lead the development of Langham Partnership's people and culture strategy reflecting our values and ensuring that Langham Partnership's family ethos is upheld.
- o To ensure that staff, policies, processes and culture are aligned to the strategic direction of the organisation.
- o To significantly contribute to the corporate leadership of Langham Partnership.

Position in Organisation:

- o Reports to the International Director
- o Member of the Leadership Team representing all matters relating to people, including Safeguarding, Health, Safety & Wellbeing
- o Liaises with and influences all teams within Langham Partnership, both within Programmes and National Members.

Scope of Job:

- o Corporate leadership
- o Christian leadership
- o The championing and leadership of the development of Langham Partnership's people and culture strategy.
- o To champion and lead in the building of a connected and united staff base, through strong relationships and understanding of each other, in keeping with our values and Christian ethos.
- o Ensure excellent HR and operational practices
- o External relationships
- o Personal Development

Key Responsibilities:

Corporate Leadership:

- o Champion Langham Partnership's vision, values and strategy to all audiences.
- o Takes shared responsibility for ongoing development of Langham Partnership's strategy
- o Significantly contributes to spiritual leadership of Langham Partnership
- o Takes shared responsibility for a united, highly effective Leadership Team built on relationships of trust, openness, mutual respect and loyalty.
- o Takes shared responsibility for Langham Partnership achieving its corporate goals.
- o Represents Langham Partnership externally.

Christian Leadership:

- o Contributes to the spiritual direction of the organisation as part of the Leadership Team.

- o Responsible for ensuring the organisation's beliefs and values are communicated and adhered to within all HR and operational practices.
- o Attends Leadership Team meetings and on occasion to actively take part in leading a devotional time or prayer as directed by the ID.
- o Attends Langham Partnership International Council meetings as needed.
- o Committed and lives by Langham Partnership's Values and Statement of Faith.
- o Sets Christian standards in the working environment and lead by example.
- o Maintains own spiritual development and relationship with God e.g. through individual prayer and reflection.

To lead in the building of a connected and united staff base, through strong relationships, understanding of each other and united in our commitment to Christ:

- o To model and champion open relationships of trust, integrity and professionalism.
- o To facilitate and champion practice, strategies & policies to enhance collaborative working across the organisation.
- o To work with the Communications Manager/Director in developing a robust internal communications strategy.
- o To facilitate the alignment of Programs and their activities
- o To facilitate strong lines of communication between Programmes, National Members and layers of management.
- o To develop and manage the staff appraisal system to ensure excellent feedback and performance management.
- o To network extensively internally, both Programmes and National Members, and encourages HR and operational staff to do the same.
- o To model and champion genuine concern for the staff along with clear direction, strong performance management and professional development.

Ensure excellent HR Ministry Service:

- o Ensure the organisation is compliant in all necessary areas of HR and Health & Safety, especially Safeguarding and Personal Safety.
- o Ensure robust and effective recruitment strategies, resourcing high calibre staff who are committed to Langham Partnership's strategy, values and ethos.
- o Ensure appropriate recruitment and pastoral policies to enable the well-being of our staff and uphold our Christian ethos.
- o Ensure all operational HR work is carried out with spiritual discernment, professional excellence and pastoral concern.

External Relationships:

- o Regularly networks and builds relationships with other HR and Quality Systems (Operations) Directors within the sector, sharing learning and thinking within the group and the wider organisation.
- o Actively encourages HR and Operational staff to network amongst their peers in other organisations.

Personal Development:

- o Ensures continuous professional development and encourages team members to do the same.
- o Develops personal understanding of organisational development, people management and leadership development.
- o Continually develops own leadership skills and encourages leadership development in the team.

Person Specification

In addition to the table overleaf, 3 key aspects:

1. **Passion:** Above all, the HR and Quality Systems Manager should have a passion for the mission and ministry of Langham Partnership and not simply be seeking a charity position. S/he should have had some involvement in similar or related organisations, professionally or personally, and be able to demonstrate a genuine interest in and knowledge of Langham Partnership, probably based on their obvious Christian commitment.
2. **Leadership Ability:** The HR and Quality Systems Manager must be confident working independently, be able to engage others and harness their skills and abilities, be reliable and communicative, and, above all, be able to take the initiative. The ability to build relationships at a distance is critical and some staff management can be anticipated.
3. **Technological Ability:** The HR and Quality Systems Manager should be well acquainted with Word, Excel, Outlook, Zoom etc.. Experience of using and managing a cloud-based HR system would be preferable and ideally the selected candidate will be able to define and create reports and use technology to manage and communicate creatively and effectively.

It is necessary for all staff to be flexible and all employees may be required from time to time to perform other duties as may be required by the employer for the efficient running of the organisation. This job description does not form part of the contract of employment.

Attribute/Skill	Essential	Desirable
Education/Qualifications		
	<ul style="list-style-type: none"> ● Degree level education or member of a professional body of recognised graduate status 	<ul style="list-style-type: none"> ● Relevant post-graduate degree ● Management qualifications
Experience		
	<ul style="list-style-type: none"> ● Proven ability in senior management ● Substantial proven ability in successfully managing and leading organisational change ● A proven record of strategic planning, project and staff management ● Substantial proven ability in leading and managing the HR and operational functions 	<ul style="list-style-type: none"> ● Experience of managing internal communications ● Experience in Christian leadership
Skills/Abilities		
	<ul style="list-style-type: none"> ● Excellent understanding of employment law & HR practices and how they relate to a Christian organisation. ● Excellent written and verbal communication skills. Ability to communicate well with diverse audiences ● A good understanding of organisational development and cultural change ● Strong analytical & pastoral skills ● Proven ability to train and mentor others ● Sound budget management ● Ability to gauge implications of strategies on people. ● Ability to develop strong relationships and influence at all levels in the organisation. 	<ul style="list-style-type: none"> ● Understanding of systems and processes to enhance knowledge capture, use and exchange
Personal Qualities		
	<ul style="list-style-type: none"> ● Mature, committed, evangelical Christian. 	

	<ul style="list-style-type: none"> ● Committed to Langham Partnership’s Christian ethos and values and upholding them. ● A strong commitment to pastorally support mission staff. ● A strong commitment to cross-departmental, collaborative working, teamwork and service delivery ● A strong commitment to organisation effectiveness ● A strong commitment to excellent people management and development and to building healthy working relationships. ● Emotional resilience and being able to set appropriate boundaries. ● Able to foster healthy and warm working relationships. 	
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Salary and Other Benefits

Remuneration: Will depend on experience and location

Hours of work: Full-time, 40 hours per week Monday to Friday, although hours may differ and can be outside the general 9-5pm working day due to the need to coordinate with international time zones. You may be expected occasionally to work such hours in addition to these hours as are reasonably required for the proper performance of these duties.

Holidays: Public holidays and those working days falling between Christmas and New Year. Annual leave will be determined by location in the world

Pension: will be paid according Langham’s terms and conditions

Christian commitment (Genuine Occupational Requirement)

This position carries membership of Langham Partnership and therefore the requirement to act in an ambassadorial role for Langham. The post holder will be

required to demonstrate Christian commitment and an obvious attitude, motivation and devotional rhythm as a result of their faith. Our Staff Handbook expresses this:

As this attitude and motivation come only from a relationship with Christ, it becomes a Genuine Occupational Requirement (GOR) that most of our staff are committed Christians. Roles that have significant leadership, or that are central to fulfilling our aims and purposes, or developing and maintaining our Christian ethos, will always be held by committed Christians. There are other roles that have key spiritual elements that can only be carried out by a committed Christian. It is also essential that these attitudes and behaviours continue, so we expect our staff to act in good faith and with loyalty to that relational ethos and to evangelical Christian standards of behaviour. Failure to do so may result in disciplinary action.

All job offers are subject to receipt of satisfactory references.