

## Human Resources Manager

24 hours a week

Days of the week – generally Tuesday, Wednesday, Thursday, but a spirit of flexibility is required

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### About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills and expertise and heart to this transformation! Check out our website for more details: [www.themeetinghouse.com](http://www.themeetinghouse.com).

### Role

The Human Resources Manager collaborates to give leadership to the overall provision of Human Resources services, policies, and programs for The Meeting House, including recruitment, training, policy development & documentation and performance management. This person brings a flexible and discerning understanding of HR best practices with a love for Jesus, the church and people. The successful person in this role will be a collaborative, proactive and strategic leader who recognizes that HR is a ministry partner that works with and through prayer, wisdom, people and processes to help our staff team be effective and passionate as we live out our vision of *introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches*.

### Requirements

- Fully aligned with the message, theology and mission of The Meeting House
- Maintain and model spiritually thriving relationship with and passion for Jesus
- Balance of high relational skills with strategy and ability to get things done
- Highly collaborative leader who knows how to work through influence
- Considerable knowledge of effective HR policies, procedures, current legislation and best practices
- Ability to multi-task and work effectively within a fast-paced organization
- Creative problem solver who can think outside of the box
- A combination of formal education, training and professional experience in Human Resources equivalent to five or more years
- Must have experience working as an HR generalist
- CHRL (or working towards) designation
- Experience with not-for-profit organizations and/or within a church context is an asset

### Responsibilities

- In partnership, oversee recruitment process for new hires, including interviews, testing, references and make recommendations to hiring manager on candidate selection
- Develop proactive recruitment and networking strategy that helps draw in wider range of candidates, including a focus on diversity



- Develop strategic plans regarding an HRIS and more automated and technologically savvy ways to engage candidates and current employees
- Oversee and enhance orientation for new employees
- Oversee and seek to improve performance review process and system
- Partner with managers to ensure all staff have appropriate goals and action plans
- Provide guidance and equipping of our staff team in diversity awareness
- Design and implement training for staff team that supports organizational priorities
- Provide collaborative leadership to health and safety
- Conduct role and salary reviews, ensuring internal and external pay equity
- Guide performance management and employee relations processes and conversations
- Ensure all HR policies and procedures are current with legislation and industry best practices
- Provide recommendations regarding staff morale and employee engagement
- Ensure that all HR records including job descriptions are current and up to date
- Develop systems and processes that ensure current HR practices are efficient; leverage HRIS, automation and social media
- Maintain professional and technical knowledge competencies through networking, training courses, webinars and professional associations
- Proactively and collaboratively seek opportunities to make the HR function more effective

## **Relationships**

Reports to: People Strategies and Communications Director

## **What We Offer**

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

*The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*