

Human Resources Manager

Full-time, one year contract

Days of the week – typically Monday - Friday, but a spirit of flexibility is required

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 parishes and expressions across Southern Ontario and the Jesus Collective network, our desire is to 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, expertise, and heart to this transformation! Check out our website for more details: 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.

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 and proactive 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
- 3-5 years HR Generalist experience
- 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 and more diverse range of candidates
- Develop strategic plans regarding an HRIS and more automated and technologically savvy ways to engage candidates and current employees
- Be a champion and advocate for diversity and inclusion in all that we do

- 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
- 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
- Facilitate process and coaching to ensure development plans are in place for individual staff members
- 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.

We offer a competitive benefits and RRSP plan, encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.

