



## Human Resources Manager/Director

Status: Part time or full time (We're willing to tailor the scope of the role for the right candidate.)

Working Days: Typically Monday - Friday, but a spirit of flexibility is required

### About The Meeting House

As we emerge from a global pandemic and the challenges our church has experienced in the last year, we believe Jesus is inviting us to follow him into the next chapter of our church's life together. Our vision is to introduce spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House communities across Southern Ontario, 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 in each local context. We are all about Jesus first, which results in our values of peace, simplicity, community, and mission. We aim to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to discipleship, evangelism, and serving compassionately in our local communities, and uniting with other Jesus-centred churches and partners locally and globally 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](http://www.themeetinghouse.com)

### Role

With the ongoing impact of the COVID-19 pandemic on staff engagement, as well as the challenges and leadership transitions that the Meeting House has experienced in the past year, this is an important and opportune time for forward looking, strategic HR leadership. If you love a challenge and the possibility of helping a team follow Jesus into the new places he is leading us, this could be the role for you.

The Human Resources Manager/Director will focus on providing leadership for the strategic aspects of HR for The Meeting House including talent strategy, training and development strategy, policy development & documentation, culture development, performance management, and employee engagement and relations. You will bring a comprehensive and discerning understanding of HR best practices, driven by a love for Jesus, the church, and people. As the successful person in this role you 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.

For the right candidate, we will work to tailor the scope and expectations of this position to fit either a part time or full time role, at either the Manager or Director level.

### Responsibilities

Many of the responsibilities below will require leadership and direction from you in collaboration with Senior Leadership, with a mix of direct implementation and/or engaging or delegating to other staff (or outside supports) to help develop and execute these initiatives.

- Champion a forward looking culture development strategy and any related culture projects, events, and programs including wellbeing, recognition, social, care, staff days, etc.
- Develop and help to implement an ongoing talent strategy with a focus on employee engagement, retention, talent review and development, compensation and pay equity.
- Design and ensure the delivery of a sustainable training and development strategy and schedule for the staff team that supports organizational priorities and satisfies legislative requirements.

- Oversee and seek to improve the goal setting and performance review process and systems, partnering with managers to ensure all staff have documented goals and action plans that are reviewed regularly.
- Guide performance management and employee relations processes and conversations. Liaise with appropriate stakeholders as it relates to any workplace investigations.
- Work with the Senior Leadership Team on optimizing the leadership and organizational structure.
- Develop strategic plans for HRIS. Employ systems and processes that ensure current HR practices are efficient, leveraging HRIS, automation and social media.
- Ensure all HR policies and procedures are current with legislation and industry best practices.
- Be a champion and advocate for diversity and inclusion in all that we do.
- Maintain professional and technical knowledge competencies through networking, training courses, webinars and professional associations.

This role will also propose and oversee the development of a sustainable approach to carrying out the following administrative HR support, either through additional internal HR support, outside contracts, etc.

- Conduct individual and organization-wide salary reviews
- Provide collaborative leadership to the Joint Health and Safety Committee and related action items.
- Oversee and enhance orientation for new employees, including a review and update of the Staff Handbook.
- Ensure that all HR records including job descriptions are current and up to date.
- Assist managers with creating role descriptions for vacant roles.
- Oversee the recruitment process, including job postings, interviews, testing, and references. Make recommendations to the hiring manager on candidate selection.
- Prepare and process documents for hiring, leaves, separations.
- Create onboarding plans for new employees.
- Develop a proactive recruitment and networking strategy that helps draw in a wider and more diverse range of candidates.

## **Requirements**

- Fully aligned with the message, theology and mission of The Meeting House
- Maintain and model a spiritually thriving relationship with, and passion for, Jesus
- Balance of high relational skills with the strategy and ability to get things done
- Highly collaborative and proactive leader who knows how to work through influence
- Resilient and poised in the midst of adversity and relational complexity
- Enthusiastic about the challenge of establishing and sustaining a healthy workplace culture
- 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
- CHRL (or working towards) designation
- Experience with not-for-profit organizations and/or within a church context is an asset

## **Location and Travel Expectations**

Office space is available for this role at our offices in Oakville, ON. However, this role can be performed mostly remotely and with a high degree of locational flexibility by the right candidate. If you are a remote candidate, you will be expected to be in person at the Oakville office for key leadership meetings, staff engagements, etc., typically with plenty of advance notice.



## **Relationships**

Reports to: Senior 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 talented 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 technology and tools required to do the job.

## **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.