

People & Culture Coordinator

Hours/week: Full-time but we're open to considering four days a week.

This Position is: Freelance/contractor working from home. Ideally applicants will live within a time zone that is conducive to working with a line-manager who is based in the UK.

Travel: This position will require a small amount of international travel.

For more information please contact: Lucy McDonald: lucy@generositypath.org

To apply: Please send your CV, a cover letter and a statement of faith to Lucy.

We love that our Generosity Path team come from all over the world and speak numerous languages. Please be aware that within our organisation the common language is English so applicants need to have excellent oral & written English skills.

Please note: There is a Genuine Occupational Requirement for the job holder to be a practising Christian. We're looking for someone with:

- *A vibrant and active Christian faith: this is essential for the credibility and performance of this role*
- *A secure understanding of the Christian faith and ability to engage people in faith issues specifically regarding generosity*

GENEROSITY PATH

Generosity Path exists to see hearts fully surrendered to Jesus through radical generosity. Over the next four years (by the end of 2027) we want to spark indigenous movements of generosity in every tribe and nation – a first step towards our greater vision to see a world healed through generosity.

Our primary tool to achieve this is the Journey of Generosity (JOG), a simple, interactive experience that creates a space for people to have conversations about faith, life and money. Over four sessions lasting a single day, organised as an overnight retreat, or delivered across four separate sessions, we explore real-life stories of generous givers from around the world, study what the bible has to say about giving, and walk through some through-provoking activities. To date, we have brought together tens of thousands of givers in more than 100 countries across the globe.

Since we are fully and privately funded, we are able to create safe and inspiring environments for people to share without any concern that there will be an appeal for funds.

We believe God is already using Generosity Path to transform lives and are excited for the journey ahead.

People & Culture Coordinator

Objective: Support the sustainable growth of the Generosity Path team on a global scale, through the development and delivery of HR tools, policies, systems and processes.

People & Culture (P&C) Vision statement:

To attract and retain the very best team members from across the world, who are continuously growing and using their gifts in a values-driven, bold and flourishing organisational culture.

Reports To: P&C Director

Key member of P&C team supporting organisation-wide objectives

- Champion organisational health, diversity and values wherever possible
- Attend weekly meeting with P&C Director which includes reviewing Quarterly objectives to ensure we're on track
- Bring your voice; opinions, experiences to strengthen and grow the team and organisational culture
- Work closely with the Operations, Product & Marketing (P&M) and Growth teams to ensure technical understanding of what they are doing and how P&C can support them
- Support P&C Director and P&C Manager to implement 2023 Org Health Survey action items
- In conjunction with P&C Director and P&C Manager, launch and support the effective operation of organisation-wide Working Groups
- Work with P&C Director to finalise, communicate out to team and manage updates of Organisational Policies / Guidelines

Oversee the planning of the All-team gathering in June

- In conjunction with the P&C Director, appoint and lead a Team Gathering Working Group to help organise and lead our Gathering
- Working alongside the Working Group members, manage day-to-day pre-gathering planning and be the point person for team queries
- Work with P&C Director and P&C Manager to plan gathering sessions
- Handle the budget and work with Finance Director to ensure payments are made
- Give regular email updates to team
- In conjunction with Romanian colleagues, be the 'on the ground' logistics person for the gathering
- Develop and deliver post Gathering survey

Work alongside P&C Director to help recruit excellent new team members

- Help create & drive the implementation of a recruitment framework
- Commit to praying for any new roles that are created/advertised
- Help with creating/proofing Job Descriptions (and arrange for them to be put on our website) and interview questions
- Be part of the pre-interview screening process of applicants and post-interview reference checks

- When necessary be part of interview panels
- Think creatively, and make suggestions, of channels through which we can recruit/advertise vacancies
- Take up references, draft contracts and welcome documentation for new starters

Assist with Onboarding and Offboarding

- Work with P&C Director, P&C Manager, Line Managers and other teams to plan and onboard new starters using the CharlieHR Onboarding Handbook and Onboarding Checklist
- Manage signing of contracts / checklists through Box Sign
- Request set-up/closure of email addresses & Expensify, add to GP staff list email, set up email signatures
- Appoint and support team members to act as 'Buddies' for new starters

Deliver the appropriate administrative support to the P&C team and wider organisation as required

- Manage the updating and maintenance of P&C Goals and Tasks on Asana
- Support the delivery of internal P&C communications as required (e.g. Story Spot) ideally through HubSpot
- Help P&C Director roll out the Working Genius operating model organisation-wide, possible as a Working Group
- Work with Ops to roll out call scheduling, for team members, ideally through HubSpot
- Consider how we can continually be improving remote working organisation-wide
- Organise team birthday cards when it is someone's birthday
- Schedule weekly prayer calls, i.e. finding different team members to lead, ideally two months ahead of time
- Work with Best Christian Workplaces to organise 2024 Organisational Health survey
- Assist P&C Director with group Zoom calls e.g. helping with logistics on all-team calls, hosting prayer calls if P&C Director is unavailable
- Any other support that is reasonable within the parameters of this job description

Maintain HR tool – CharlieHR

- Keep information up-to-date on CharlieHR
- Support the team in answering any questions or providing training, as needed
- Set up reviews on CharlieHR
- Provide periodic training of the team in CharlieHR
- Work with Operations team to see if HubSpot could fulfil the role of Charlie HR instead

Consider areas for personal development, and experience you'd like to obtain

- Monthly check-ins with P&C Director around personal development/areas of experience

EXPERIENCE

Essential

- Minimum of 3-5 years' experience in a P&C/HR role.
- Able to work well as part of a fast-paced cross-functional team, working closely with other internal teams for shared success.
- A good understanding and working knowledge of technology and digital systems such as HubSpot, Asana, Box, Google Sheets and other web-based platforms.
- Excellent customer service, administrative & relational skills.
- Superb attention to detail, passionate about administration and how, when it's done well, it helps departments thrive.
- Initiative and self-management to respond to requests timely.
- Comfortable and happy to work in role which is primarily remote i.e. working from home the majority of the time.

Preferred

- Experience of administrative support in a startup.
- Bi-lingual in English and another language.
- Experience interacting with different cultures and ideally working cross-culturally.

Person Specification

- Strong and active Christian faith
- A heart for people and prayer
- Generous: passionate about the Generosity Path mission
- Curious: as to what makes people tick and how P&C can meet perceived needs
- Self-starter: able to work from own initiative in disciplined manner
- Critical thinker: able to use both qualitative and quantitative data in decision-making and problem solving
- Creative: an eye for what looks good
- Emotionally intelligent: aware of who they are and how to adapt when part of a team
- Hungry: to grow in their faith, career and personal development
- Global perspective: excited by cultural and contextual difference