

Directorate:	People
Reporting to:	Head of HR Services
Contract type:	Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International (MMI) is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

You will provide professional HR advice and practical support for MMI employees and managers, across a broad spectrum of HR topics and Policy. Working in partnership with our global family, in a fast-paced evolving environment, to deliver a quality HR service across the organisation, you will demonstrate strong stakeholder management experience. Working as an integral part of the People Directorate, you will have the ability to develop strong collaborative relationships whilst working flexibly across projects and People Team workstreams.

You will utilise your generalist HR background to support the growth of our global movement through the attraction, development, recognition, succession, and retention of great people.

Key responsibilities & activities:

The HR Services Advisor will:

- Deliver a high-quality HR service to all MMI employees and provide support across our global network as required.
- Monitor, review, and update HR policy in line with current legislation.
- Support managers in providing the knowledge and tools for effective people management in a remote first environment.
- Manage, advise, and support on a broad spectrum of employee relations cases within MMI and provide support to National and Programme Affiliate cases as required.
- Provide advice and guidance on MMI people matters whilst supporting a positive culture that reflects our values and key competencies.
- Plan and execute work to successfully participate in HR projects throughout the year such as the preparation and implementation of the annual pay review process, policy development and HR system reviews.
- Provide content and deliver subject matter expert HR Training for employees and managers.
- Work collaboratively with our Head of Recruitment to support the MMI recruitment lifecycle, with a strong focus on the candidate experience.
- Manage the end-to-end recruitment process, providing support and guidance to hiring managers, participation in interviews, coaching and assisting with the writing of job descriptions.

- Conduct new joiner feedback sessions, passing on feedback to managers and supporting with any issues.
- Conduct exit interviews, provide feedback on trends and manage any issues that arise.
- Proactively support the MMI remote first strategy through initiatives promoting employee mental health and wellbeing.
- Support the job evaluation process and the alignment of roles to our grading structure.
- Oversee the monthly sickness absence process, identifying patterns and trends to support managers with absence management in short term, long term and ill health capability cases.
- Contribute to the production and reporting of HR statistics and management information.
- Resolve escalated employee queries received via the HR Services inbox.
- Contribute to the ongoing development and delivery of our People strategy and wider organisational projects as required.

Essential skills & experience required for this role:

- A proven HR Generalist with experience of supporting and advising managers to resolve a range of people management issues and ER cases
- Professional, confident communicator with strong interpersonal skills and the ability to effectively communicate with a wide range of individuals in a diverse environment.
- Excellent organisational skills with the agility to work across various HR workstreams.
- Analytical thinker with the ability to rationalise complex information.
- Knowledge and practical application of current UK employment legislation.
- Ability to maintain high accuracy and work quality standards.
- Ability to build effective working relationships and influence at all levels to allow you to work collaboratively across the organisation to achieve strategic objectives.
- The ability to work flexibly within a small team and have a positive, “can do” attitude.
- Demonstrate integrity in handling sensitive information.
- Ability to commit to Mary’s Meals vision, mission and values and a willingness to contribute to our positive organisational culture.

Preferred skills & experience required for this role:

- Experience of working within a fast paced global or multi-site organisation.
- Knowledge of remote working HR best practice.
- Experience of managing the recruitment lifecycle.
- Experience of supporting wellbeing in a remote working environment.
- Policy design and development experience.
- Involvement in culture survey design and implementation.
- Evidence of cultural sensitivity and the ability to work effectively with a wide range of people across different countries and settings.

Qualifications:

- CIPD Qualification
- Evidence of continuous professional development
- Equivalent knowledge acquired through relevant experience.

Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.