



# Mountain Of Fire and Miracles Ministries International UK

21 Queensway Ponders End, Enfield London UK EN3 4SZ Charity No: 1100416 Web: [www.mountaintoffire.org.uk](http://www.mountaintoffire.org.uk)

## **Mountain of Fire & Miracles Ministries (UK) seeks an HR Manager**

The Mountain of Fire and Miracles Ministries (MFM) in the United Kingdom seeks a proactive and innovative Human Resources (HR) Manager. MFM currently has almost 100 establishments across the UK, comprising mainly of Branches and Prayer Centres. MFM UK has experienced explosive growth since it was registered as a Charity in the UK some 15 years ago. To adequately handle this growth and prepare for its continuation, the Charity considers it vital to appoint an HR Manager who will assist in the strengthening and formalisation of our existing structures, systems and processes, and where necessary, work with various arms and officials of the Charity, to create new ones.

The HR Manager will be expected to liaise with the Chair and Vice Chair of the Charity's Management Committee and its Central Accountant, to manage the Charity's Annual HR & Training and Development budget; and as a member of the Management Committee, oversee the day to day delivery of the Ministry's HR strategic and operational plans, working closely with designated other officials of the Charity, such as both Central Administrators (for Pastoral and Non-Pastoral Affairs) and others which shall be notified to the HR Manager from time to time. Key projects upon starting would include an HR Systems Audit, detailed review of contracts of employment and payroll procedures, the pension scheme, implementation of a bonus and special recognition strategy, Return to Work (after illness, maternity/paternity, bereavement etc.) procedures and processes; working with the Central Non-Pastoral Affairs Administrator and other officials to maintain a GDPR-compliant HR Database, and be committed to assisting in the delivery of a rigorous wide-ranging cultural change strategy.

This is a superb opportunity for an experienced HR professional, who is not motivated purely by financial gain, but wants to make a lasting impact. The successful candidate should be prepared to work constructively within tight timeframes, sometimes during unsocial hours, in an organisation with diverse members and staff at all levels; which in view of its relative youth in the UK; currently has limited processes in place. The successful candidate will support approximately 40 paid staff and 100 volunteers in many different (functionally and geographically) areas of the Ministry.

The HR Manager will report to the Chair and Vice Chair of the Management Committee, who in turn report to the General Overseer and Chairman of the Board of Trustees. The successful candidate must be able to demonstrate with concrete examples, that he/she is a highly effective communicator, with advanced people-skills and the ability to work productively under pressure both alone, and as part of a team, many of whose membership and practices may be greatly challenging and unorthodox. This candidate must also be able to demonstrate that he/she possesses highly polished stakeholder management experience, since managing and getting the most out of these internal relationships is pivotal to driving forward an effective HR service across the Ministry. The successful candidate must, at all times, be prepared for the unexpected; and be prepared to work harmoniously and fruitfully with very challenging and unique Service users of the HR function.

The position of MFM UK HR Manager is **expected to be part-time. It is a voluntary role FOR THE INITIAL 12 MONTHS.** The 12 month period is extendable. **If performance during the initial 12 months is considered sufficiently exemplary, the position (when extended) may be altered to become a part-time salaried position.** This will depend upon many factors, including performance in the first 12 months, and the policies governing the Charity/Ministry at the time.

Whilst the position is voluntary for the initial 12 months, all reasonable travel and other necessary expenses incurred in the course of performing the duties of a Regional Accountant shall be reimbursed by the Charity/Ministry in line with the Accounting Policies and Guidelines of MFM UK.

### **Essential Requirements and Skills**

1) Relevant degrees (minimum B.A Hons) and MCIPD qualified.

- 2) Experience in assisting organisations to ensure compliance with the requirements of Regulatory and Legal bodies. For instance, an awareness of, and commitment to, preventing matters that may lead to Statutory Inquiries or scrutiny from public bodies and the media.
- 3) You should be a longstanding member of MFM in the UK and have an understanding of the mission of MFM as a Charity in the UK, as well as a commitment to its spiritual vision and doctrines of faith.
- 4) Experience in implementing HR & payroll databases.
- 5) Previous experience working with very challenging client groups
- 6) Previous experience working in a multi-cultural environment
- 7) Cultural awareness and ability to work with a client group that is diverse in numerous ways.
- 8) HR start-up skills
- 9) A working knowledge of employment law and legislation
- 10) Demonstrable significant experience in HR Strategy & Operations
- 11) This is a role primarily based in London. However, you must be able and willing to occasionally attend to matters in locations of the Ministry outside London and throughout the UK, at short notice.
- 12) Ability and willingness to digest and comment or act upon large amounts of paperwork within tight timeframes.
- 13) Demonstrable humility and obedience to constituted authority.
- 14) Demonstrable ability to calmly and firmly handle unpleasant occurrences and difficult staff and volunteers when these arise (as they do) in the course of delivering the HR function.
- 15) Experience in assisting organisations to ensure compliance with Health and Safety at Work and Safeguarding Legislation and Good practice.

### **Preferred Requirements and Skills**

- 1) Experience in conducting investigations in the workplace (especially disciplinary investigations)
- 2) Experience in interviewing junior staff (paid and unpaid)
- 3) Previous experience working in the Charity Sector
- 4) You will from time to time be dealing with vulnerable individuals and families. For this reason, you will require a great deal of tact, sensitivity and empathy.

### **OTHER:**

- 1) Your nationality or origin does not matter. However, all applicants must have a demonstrable right to live and work in the UK free of all limitations and conditions.
- 2) You should familiarise yourself with the contents of the MFM UK Staff Handbook (copies of this may be obtained from Pastor Ayo Oluwalagba, MFM UK Administrator)
- 3) You must not have a criminal record (whether or not it is a spent conviction) especially if the record involves fraud, money laundering dishonesty or sexual offences
- 4) You must be prepared to undergo an enhanced DBS check

**Application is by C.V and covering letter (with a recent passport photograph attached) stating in no more than two typed pages of A4, why you consider yourself suitable to serve as HR Manager for MFM UK. Where this advert refers to “demonstrable” skills/qualities or states that “evidence of.....” is required, your C.V and/or covering letter should contain suitable examples and evidence.**

**Your application should contain the name and contact details of three referees**, one of who should be your current or former Branch Pastor or Regional Overseer. A second referee must be a current or previous professional/employment-related or academic referee. **All three referees must have known you for at least 2 years.**

If you are shortlisted for interview, you will be notified in writing and given a date and time to appear before a selection panel. That panel will provide a Report to the General Overseer (who is also the Chairman of the Board of Trustees) on all candidates interviewed.

***All applications should be sent BY E.M.AIL ONLY, to [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk)  
All applications must be cc'd to [mcukcontact@mountainoffire.org.uk](mailto:mcukcontact@mountainoffire.org.uk).***

***Closing date for receipt of all applications is 28<sup>th</sup> July 2019. Applications made in any way other than by email or sent to only one of the email addresses given in this advert; OR not made in accordance with the instructions in this advert, or are received after 28<sup>th</sup> July, shall not be processed***

If you have any queries about the Application or Selection Process, please send them IN WRITING to [mcukcontact@mountainoffire.org](mailto:mcukcontact@mountainoffire.org) , cc'd to [adminoffice@mountainoffire.org.uk](mailto:adminoffice@mountainoffire.org.uk).

The Lord bless you as you join hands to build the Lord's vineyard.

**Dr D.K Olukoya**

**GENERAL OVERSEER MFM WORLDWIDE & CHAIRMAN OF MFM UK TRUSTEES**

**07-07-2019**