



**Christ the
Redeemer College**
L o n d o n

Human Resource Manager

(Post Reference: CRC HR0525)

Salary Scale: £45,000 – £52,500 Per Annum/Pro Rata

Christ the Redeemer College (CRC) London is an academic institution established by the Redeemed Christian Church of God. We are a leading provider of vocational and higher education located in Harrow, London. **CRC** was founded in 1998 as Christ Redeemer Bible College originally located in the South-East of London and the purpose of the college was to train ministers for the Redeemed Christian Church of God.

At CRC we are dedicated to the training of men and women from a wide range of backgrounds to become leaders that serve people with quality and distinction, whether within ministry, business or in public service. We are a partner college of Newman University, Birmingham. The Main Campus is located at the College's own facilities at 23 The Village Way East, Rayners Lane, London. HA2 7LX and 2 other campuses at Ilford and Croydon.

Our education foundations are built on Christian Ethos though with a global commitment of empowering all students from every background to be able to grow and excel in a conducive environment. Our student body is diverse, including many under-represented and disadvantaged groups such as mature students and students from low-participation neighbourhoods.

CRC is committed to educating individuals to become church leaders, counsellors, health and social care professionals, qualified business leaders, community leaders etc. who can clearly understand and address the unique assets and needs of their communities. As communities are strengthened through strong leadership, they become more engaged within their immediate communities and can drive sustainable change. CRC's programmes equip leaders to change lives, revitalize congregations, and transform business and communities. Although CRC's primary focus has been its work with pastors, theological students, and church leaders, over the years, its programmes have also expanded to educate individuals to engage in business management studies, community development, health and social care.

CRC MISSION AND VISION

The CRC mission is to provide high quality, high value education to advance the leadership, ministerial and professional aims of our students in a competitive and dynamic global environment. Our aim is to offer the most positive learning experience possible in a setting that encourages and fosters friendliness and positive social engagement.

We seek to provide an engaging learning environment that fosters community and at the same time allows for individuality among the diverse student body. Our approach to training is targeted towards preparing students to become leaders in their chosen field of endeavour in business, employment or Christian ministry. CRC is also committed to training men and women, young and old, to communicate the Christian faith in a contemporary environment and to be effective leaders and witnesses in the 21st Century world.

CORE VALUES

Our core values lie in our wholehearted commitment to our students, staff and stakeholders, and our constant efforts to improve in all we do. Our approach is inclusive; we celebrate diversity and will tirelessly strive to enhance the life opportunities that a good education provides for our students. CRC aims to be both financially and environmentally sustainable, seeking always to reinvest our resources to enhance:

- the student experience.
- our research capacity.
- our engagement with the public, business and Christian community.
- our commitment to our local communities and
- our commitment to provide a learning environment underpinned by Christian ethos.

We will be decisive and focused on all we do, and plan with a realistic ambition founded on our strong progress to date and will:

- embrace challenges and seize opportunities
- expect and celebrate creativity and excellence
- act responsibly and with integrity
- show determination, resilience, ambition and adaptability
- work together to deliver our Vision

STRATEGIC AIMS

Our strategic aims are gathered together under headings that reflect both our vision and values. These are:

- To enhance teaching and learning and the student experience
- To grow our research provisions
- To build a robust College community
- To collaborate with external partnerships
- To build robust sustainability.

Job Title: Human Resource Manager

Department: Human Resources

Reports To: Director of Operations

Location: CRC Main Campus, 23Village Way East, Rayners Lane.
HA2 7LX

About the Role

Job Summary

The role will be a part of the core professional team within the CRC registry Office. The post holder will lead and manage the Human Resources function of the College, ensuring strategic alignment with institutional goals. The HR Manager will oversee recruitment, employee relations, performance management, compliance, and governance support, while promoting a positive and inclusive workplace culture.

Key Responsibilities

Recruitment and Onboarding

- Create and update job descriptions for academic and non-academic roles.
- Lead recruitment and onboarding processes in line with college policies.
- Ensure compliance with employment law and best practices during hiring.

Employee Relations and Development

- Develop and implement programmes to enhance employee relations.
- Create and maintain a training calendar for internal and external staff development.
- Promote equality, diversity, health, and safety across the college.

Compensation and Benefits

- Ensure accurate payroll processing in collaboration with Finance.
- Review and manage employee benefits and resolve wage imbalances.
- Advise management on salary structures and employment law.

Performance Management

- Manage the performance appraisal process including KPI development.
- Develop appraisal schedules and generate performance reports.
- Support staff development aligned with strategic goals.

Policy and Compliance

- Ensure employment policies comply with national laws and regulations.
- Maintain the employee handbook and organizational chart.
- Provide HR reports to management and support strategic planning.

Leave and Attendance Management

- Administer leave management software and ensure policy alignment.
- Monitor and report on leave trends and entitlements.

Governance and Administration

- Support corporate and academic governance structures.
- Liaise with senior management to administer governance activities.
- Collaborate with the Governance Officer to maintain archives and records.

Stakeholder Engagement

- Respond promptly to staff requests for information and support.
- Develop expertise in stakeholder management best practices.

Person Specification

Essential:

- Bachelor's degree in human resources, Business Administration, or related field.
- Proven experience in HR management within a higher education or similar setting.
- CIPD Level 5 qualification
- Strong knowledge of UK employment law and HR best practices.
- Excellent communication, leadership, and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.

Desirable:

- Postgraduate qualification in HR or related discipline.
- Experience with HR software and data systems.
- Familiarity with governance structures in higher education
- Support audits, statutory data returns, and quality assurance activities.
- Ensure the integrity of assessment-related data, particularly for Theology programmes on Quercus.

Procedure For Application

To apply for this, applications should preferably be submitted by e-mail to hrrsupport@christredeemer.ac.uk. This should include an updated CV setting out your career history, with key responsibilities and achievements. Provide employment history that relates to the essential criteria and CV should not exceed more than 2 x A4 pages. In addition, attach the completed Application Form which should refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

The College is an Equal Opportunity Employer. Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the College, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question. Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within one month of the advertised closing date, please assume that you have not been shortlisted.