



The Leprosy Mission International

**Global Human Resources
Senior Officer**

**Candidate Pack
September 2025**



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**The
Leprosy
Mission**





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About us



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About Us



The Leprosy Mission (TLM) is a leading international Christian organization with over 140 years of experience. It operates as an international federation (Global Fellowship) of 30 Member countries which, through the TLM Charter, have made commitments to one another and to certain principles and ways of working. They consist of both 'supporting' (donor) countries and 'implementing' (field) countries – both equally valued Members and equal partners in the work and in 'big-picture' decisions about how TLM should function and develop. The TLM International Office provides leadership, coordination and facilitation to enable the Global Fellowship to achieve the vision of 'Leprosy Defeated, Lives Transformed'.

Our Vision

Leprosy defeated, lives transformed

Our Mission

Following Jesus Christ, we seek to bring about transformation; breaking the chains of leprosy, empowering people to attain healing, dignity and life in all its fullness.

Our Values – Because we follow Jesus Christ, we value:

- **Compassion:** we have sympathy and sadness for those who have suffered from leprosy and we have a desire to help
- **Justice:** we believe all people should be treated fairly
- **Integrity:** we believe in the value of being honest and we have strong moral principles that we will not change
- **Inclusion:** we stand by the principle that everyone should be able to use the same facilities, take part in the same activities, and enjoy the same experiences, including people who have a disability, leprosy or other disadvantage
- **Humility:** we hope to be the hands of God on this earth and we are here to follow God's guidance



Our Strategic Priorities

We are working towards zero leprosy transmission, zero leprosy disability, and zero leprosy discrimination.

Zero Leprosy Transmission

By 2035 we want to see zero transmission of leprosy; we will do everything we can so that by 2035, children can be born without being at risk of leprosy because it is no longer being transmitted.

Around 200,000 people have been diagnosed with leprosy every year since the latter part of the 20th century and the introduction of Multi-Drug Therapy (MDT) treatment. The introduction of MDT saw a big drop in the number of new cases of leprosy diagnosed each year, but that drop in numbers has levelled out due to limited government ownership and declining leprosy expertise.

We're determined to bring the number of new cases down so that it reaches zero by 2035.

There are 704 leprosy endemic districts in the countries where The Leprosy Mission works. To interrupt transmission it is vital that we target these endemic districts and adopt an approach that combines multiple tactics. This requires us to work in partnership to conduct active case finding, contact tracing, targeted community awareness-raising, and more. Government ownership to detect and provide treatment is also required to ensure the breadth of reach needed; we, therefore, provide our technical support and identify ways to promote health system integration where possible.

We have a leading role to play in tackling the decline of leprosy expertise and will identify ways to do this, including utilising new technology options for supporting primary and secondary healthcare workers. TLM also has a strong record in leprosy research. We will utilise our field presence to develop, investigate and trial research innovations related to understanding and reducing transmission, early diagnosis, monitoring relapse and anti-microbial resistance.



Towards Zero Leprosy Disability

Disability is not an inevitable consequence of leprosy, but people continue to be affected by it. In fact, leprosy is the world's leading cause of preventable disability. Limited government ownership of leprosy care, complications management, and prevention of disability services is compounded by declining leprosy expertise. This means that people are not getting the support they need in order to prevent and care for leprosy-related disabilities.

We know that, in recent years rehabilitation has been neglected within the leprosy sector and there has always been inadequate attention to inner wellbeing issues. This has to change.

One of The Leprosy Mission's strengths is our experience in providing disability-related services (both in hospitals and in the community) and in supporting community-based rehabilitation and home-based self-care. We support governments and other health partners in ensuring that neuritis and reactions are detected early and managed properly and that people affected by leprosy have access to services for leprosy complications (such as ulcer care, eye care, and reconstructive surgery). We work at the community level to promote models of self-care that empower people to manage their impairments.

Mental illness, especially depression, is among the leading cause of ill health and disability worldwide. For people affected by leprosy, the probability and impact of facing a mental health problem is high, which is why we are determined to increase our ability to know what to look for, how to support, and where to refer them for professional help.



Towards Zero Discrimination

There are 38 countries that still have legislation that discriminates against people affected by leprosy. People affected by leprosy are still routinely overlooked, ignored, or prevented from participation in public, social, economic, and cultural life. They also too often feel shame and isolate themselves due to self-stigma.

This discrimination is founded on incorrect and outdated beliefs about leprosy which foster fear in communities. We have a responsibility to educate communities so they have the truth about leprosy. We have seen time and again that this education can transform perceptions of the disease and allow persons affected by leprosy to access their human rights.

It is an injustice that people affected by leprosy are so unnecessarily excluded from society. Our work on inclusion is based on the following rights for people affected by leprosy:

- The right to have an identity
- The right to be heard
- The right to dignity
- The right to a sustainable livelihood
- The right to essential education and health services
- The right to participate in political life.

These are grounded in our commitment to the Universal Declaration of Human Rights and we will strive for these to be a reality. We will support people affected by leprosy to challenge injustice and self-advocate for their rights and entitlements. Together we will target discriminatory laws and official practice, while encouraging nation-states to uphold the relevant international treaties, especially the UN Convention on the Rights of Persons with Disabilities, as well as the UN's Principles and Guidelines for the Elimination of Discrimination against Persons Affected by Leprosy and Their Family Members.

We know from what people affected by leprosy tell us that when they can bring resources into the household economy, their standing in the family and wider community increases, and their voice begins to be heard. We will promote opportunities to earn a sustainable living and we will work with communities to address the barriers that prevent this from happening.

A photograph of a man with short dark hair, wearing a black t-shirt, leaning forward and gently touching the face of a young child. The child is looking up at the man. They are in front of a wall made of vertical wooden poles and horizontal thatched material. The image is framed with a white curved border on the right and bottom.

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Job description

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Job description



Role details

Job title:	Global Human Resources Senior Officer – Bilingual English/ French
Salary:	£34K–£38K depending on experience
Contract/ Hours:	2 years Fixed Term Contract – Full time (35 hours per week)
Location:	Brentford, with flexibility to work from home up to 3 days a week (minimum 2 days in the office, currently Mondays and Wednesdays, plus additional days if required for key meetings).
Annual Leave:	25 days, plus bank holidays, plus other annual leave entitlements.
Other benefits:	<ul style="list-style-type: none">• Life Assurance x 4 salary• 2 volunteer days per year• Staff events and team retreats• Daily devotionals

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Job description



PART ONE:

1. Main purpose of the job

The Global Human Resources Senior Officer provides practical human resources support to members of the TLM Global Fellowship. The main focus of this role is to facilitate the strengthening of HR operations, compliance and systems across members by delivering HR support both direct hands-on and/or project-based HR support to Global Fellowship members as required. He/she will also provide direct HR support to The International Office. The post-holder will be a resource person to translate technical HR documents between English and French as well as assist with interpretation when needed. This role reports to the Global HR Advisor.

In order to achieve this, the post holder will be involved in the following areas, under the direction of the Global HR Advisor:

- supporting and coordinating HR processes and activities for members at Global or National level, or with HR Communities in line with TLM's Global HR Strategy ;
- providing support and expertise in all areas of TLM's Strategic HR Framework.
- maintaining an overview of implementing countries' capacity support opportunities and proactively meeting their needs;
- using and promoting collaborative tools to enhance the experience of members and the work of Global HR;
- adopting a facilitative, connecting and encouraging approach to affirming the identity and value of each Member;
- championing the Member-agreed values and standards to ensure that the integrity of the TLM Global Fellowship is protected and maintained.

2. Position in organisation

- Reports to the Global HR Advisor
- Works closely with the Head of People and Safeguarding
- Works closely supporting International Office HR Projects
- Not responsible for line management of staff
- Based in Brentford at least 2 days a week



3. Scope of job

The main areas of focus of the role are:

- **'Hands on' HR support for Members** – delivering an HR function that they are unable to do for themselves under the direction of the Global HR Advisor. (50%)
- **HR projects support and development for the Fellowship TLM HR network** – contributing to global HR projects development in line with the Fellowship agreed standards and subsequent support in the incorporation of these to Member level as well as promote a place of peer sharing, learning and support, and co-organisation of the global HR workshop. (35%)
- **Support and facilitation of HR International Office**– support all aspects of HR The International Office as required/ (15%)

The post holder is assigned responsibility for supporting a portfolio of projects and countries' support processes and activities. These countries represent a wide and diverse range of programme size, capacity and historical presence. The role will be flexible to the needs of the individual country, member and the type of support offered will recognise the expertise and the scope of work within.

The post holder is also responsible for supporting cross member support on platforms such as the TLM HR network facilitation, where the Global HR Advisor coordinates the agenda, speakers and stimulates learning through discussions, as well as the annual HR Workshop. In addition, the post-holder will be required to participate in the planning of programmes and facilitation of sessions for members of the Global Fellowship assisting with translations (documents & online facilitation) between English and French as required.

4. Dimensions and limits of authority

- Overseas travel: Frequent traveller – approx. 30 to 50 days a year
- Support the coordination of TLM Global Fellowship HR network under the direction of the Global HR Advisor
- Development of the HR capacity of specific members



5. Qualifications and skills

- Educated to degree level or equivalent in development studies or related field
- Holds professional HR qualifications
- Proficient in using online collaboration tools such as Zoom, Microsoft Teams, and Mentimeter to facilitate virtual meetings, interactive presentations, team communication, and collaborative decision-making
- Experienced in hosting and participating in webinars, conducting remote training sessions, and leveraging real-time engagement features to enhance productivity and audience interaction.
- Able to both support and challenge members/partners and nurture the interdependency between individual members and global fellowship
- Able to assess needs and strengthen organisations and individuals in an international environment
- Works with senior leaders and management to provide people management and development, policy direction (according to local employment standards where applicable), advice and support on a wide range of human resource issues
- Able to develop policies and advise on process solutions to address people management risks and opportunities and align with Country Strategies
- Strong interpersonal skills with the ability to relate to people from a broad range of backgrounds and cultures
- Excellent writing skills to prepare documents, reports and general correspondence
- High degree of organisation and initiative, self-motivated person with a positive can-do attitude. Proactive, anticipating the work that needs to be done and taking appropriate steps to achieve deadlines
- Excellent ability to use the Microsoft Package and familiarity with intranet usage
- Ability to work hands-on as well as strategically to contribute to the overall success of the organisation
- Willingness and ability to travel overseas (approximately 30 to 50 nights per annum) and to perform well in challenging and sometimes difficult locations
- Ability and willingness to work closely with others as part of a team
- Be able to work in a partnership and non-paternalistic manner understanding his/her role as an advisor and not an expert
- Value diversity and honour own and other's national cultures
- Have a high desire for collating experiences, learning and putting learning into practice.
- Work in a Christian organisation and pray for and with members

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Job description



6. Proven ability

- Substantial professional experience in providing human resources support and management internationally
- Substantial experience in organisational development and supporting partner organisations and their staff to strengthen their HR procedures and practices.
- Experience of working in or with an international NGO / internationally focused commercial organisations
- Previous field experience of working in developing countries in the Asia and / or Africa regions
- Experience of developing HR policies and procedures
- Experience of managing own workload effectively, taking the initiative, planning and organising work to meet deadlines and dealing with problems as they arise

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Job description



PART TWO: Duties and key responsibilities

Country Level capacity development and support:

1. 'Hands on' HR support for Members

50%

- Provide HR Leads, Country Leaders and/or the relevant stakeholders with support and/or sound and effective advice on staff and HR issues e.g. development, recruitment, performance, motivation, staff engagement etc.
- Undertake specific HR functions that a Member is unable to do for themselves, such as recruitment, policy development, pay reviews, job description development, contractual reviews, and dismissal.
- Support the development of local staff handbooks, the administration manuals and the associated implementation of HR guidelines and policies.
- Provide assistance in the recruitment, training, assessment and professional development of local human resources staff and other relevant stakeholders.
- Responding to any HR queries and pointing at resources as well as developing new resources when appropriate all in line with TLM policies.
- Promote a French support HR group across members that can support each other's.

2. HR projects support and development for the Fellowship TLM HR

35%

- Support the Global HR Advisor key stakeholders and/or Country Leaders of selected Members in the identification of strategic and organisational development HR capacity building needs and the subsequent development of plans.
- To support Human Resources needs across countries through a thematic or community approach, with the intention of building HR capacity and practice in line with needs identified in country strategies and from Member Reviews.
- Ensure that Members are aware of TLM's global policies, operating guidelines and good practice and that in-country systems and processes are relevant and regularly updated.
- Maintain an overview of implementing country capacity gaps and needs.
- Provide, when required and best placed to do so, direct technical capacity building support to Members or can connect Members with the appropriate expertise and resources from within or outside the TLM Global Fellowship.
- Maintaining information on Glasscubes (Intranet for international collaboration) related to Human Resources up to date

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Job description



- Support Global HR Network Meetings working closely with the Global HR Advisor
 - a. To determine agenda
 - b. To facilitate key topics and interactive sessions
 - c. To promote learning
 - d. To ensure these meetings are held every 6 weeks
 - e. To coordinate the invitations, responses, agenda, chairperson and meeting notes
 - f. To measure its impact
- Ensure all HR procedures and processes are designed to uphold and promote the Christian ethos of the organisation
- Provide support to the roll out of Global Policies, procedures and good practices at member level
- Contribute to the piloting of new HR projects, promoting learning and improvement
- Support the implementation and roll out of Global HR related policies and guidelines

3.Support and facilitate best practices HR for The International Office **15%**

- Promote TLM values and culture through meetings attendance, support, facilitation and workshops and promote EDI.
- Coordinate and support in country recruitment, talent management, and the practical implementation of performance management processes.
- Facilitate HR service delivery and ensure staff access to policies and benefits.
- Support the delivery and promotion of staff engagement initiatives and manage learning, training, and development.
- Ensure compliance with workplace health, safety, and safeguarding protocols.
- Assist with employee transitions, including on boarding, retention and exit processes.
- Assist in any other HR related process under the request of the Head of People.

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Job description



General

- Being able to support human resources management with an up-to-date knowledge and good practice across countries and jurisdictions
- Plan, undertake and report on visits to Implementing Countries in line with agreed Terms of Reference
- Participate in regular International Office meetings and training which may include travel to London and/or other locations.
- Undertake any other duties appropriate to the post as may be required
- Promote our vision and Mission as our Christian Values
- Participate in weekly sessions where we pray for the Members and pray with the Member when appropriate

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Job description



Safeguarding risk assessment: HIGH

This role has been assessed as having a 'high' level of safeguarding risk. This is because the role potentially involves being alone, or having physical contact, with a child or vulnerable adult. Alternatively, the role may have control over the provision of goods or services; or provide safeguarding advice; or promote safeguarding awareness.

TLM will put relevant mitigation measures in place in order to lower the level of safeguarding risk. For example, these will include: enhanced recruitment procedures, support from staff with safeguarding expertise, and six-monthly assessment of role-related safeguarding risks. It is expected that the post holder will collaborate so that these measures can be put in place.

Safeguarding Statement

TLM International has a zero-tolerance policy towards any abuse, neglect, and exploitation to all people. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. The post holder must sign, be familiar with, and comply with all TLM organisational policies, including the Global Safeguarding Code of Conduct, the Global Safeguarding Children & Vulnerable Adults Policy, and the Global Safeguarding Children & Vulnerable Adults Procedures. All TLM staff are required to participate in mandatory safeguarding training.

Christian Commitment

This role plays a major role in fostering and developing Christ-centeredness within the Mission and embedding this through our HR practices. The post holder will be expected to embed TLM Christian values through a culture of learning across the organisation, supporting others to create the space to reinforce the interdenominational spiritual identity of the organisation. One of the core competencies of this post is spiritual maturity, therefore the post holder is required to commit to the Christian values and vision of the Leprosy Mission. The post holder will take part in regular meetings dedicated to prayer.

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Person specification



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Person spec



Attributes	Essential	Desirable
Education/ Qualifications		<ul style="list-style-type: none"> • Educated to degree level or equivalent in Human Resources studies or related field • Master's degree in Human Resources or related field; or attendance at specific relevant training courses • CIPD qualification
Experience and knowledge	<ul style="list-style-type: none"> • At least 4 years HR experience with exposure to national and international input • Significant experience building the capacity of others, at organisation or individual level • Significant experience: <ul style="list-style-type: none"> ◦ On the overall cycle of Hiring including Job design, Resourcing, Recruitment, induction, on boarding and Talent Management in various organisations ◦ Managing HR Services, Performance, Reward, Policies & Procedures ◦ With Safety and Care including & Care- Safeguarding in HR related areas, Safety & Security, Health & Safety and Staff Wellbeing ◦ Supporting the production of policies and procedures, strategic planning and its implementation, of HR 	<ul style="list-style-type: none"> • Experience of working in or with an international NGO • Experience in various countries

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Person spec



Attributes	Essential	Desirable
Experience and knowledge	<ul style="list-style-type: none"> ◦ Staff engagement. Learning and development ◦ Supporting processes related to EDI, OD, values and organisational culture. • Good experience supporting the facilitating of international and country-level learning events • Significant experience of working in developing HR internationally 	
Skills and abilities	<ul style="list-style-type: none"> • Fluent English and conversational French speaking skills (you'll communicate in English day-to-day, but need to chat with French-speaking team members) • Excellent remote, online, collaboration tools experience and abilities • Excellent inn person facilitation skills and abilities • Proven ability to assess needs and strengthen organisations and individuals in HR • Able to provide support to senior leaders and HR leads on a wide range of HR issues • An interest and ability to research new areas ok knowledge and new practices in the HR sector • Excellent knowledge of HR at senior level to be perceived and act as an expert • Ability and willingness to work closely with others as part of a team • Strong interpersonal skills with the ability to relate to people from a broad range of backgrounds and cultures 	<ul style="list-style-type: none"> • Bilingual French-English, being fluent in both languages with proficiency in speaking and writing.

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Person spec



Attributes	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> • Good analytical skills • Good writing skills to prepare documents, reports and general correspondence • Working knowledge of basic budget and accounting procedures • Ability to work to tight deadlines in meeting departmental and organisational targets • High degree of organisation and initiative • Excellent computer literacy skills • Excellent remote media platforms experience as well as HR systems and intranets • Excellent presentation and facilitation skills • Excellent communication skills • Excellent skills using online workspaces for collaboration 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel overseas • Value diversity and honour own and other's national cultures. • Have a high desire for collating experiences, learning and putting learning into practice • Be a practising Christian committed to the objectives and values of The Leprosy Mission and able to work in an interdenominational environment • Contribute to the rich spiritual life of your team, including team devotion, prayers and words of encouragement • Adhere and promote our Safeguarding Standards and Code of Conduct 	

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How to apply



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How to apply



The Leprosy Mission International is partnering with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.*

*In accordance with the Equality Act 2010, Part 1, Schedule 9, it is a genuine occupational requirement that the post holder is a practicing Christian.

Closing date: 28 September 2025

Charisma vetting interviews to be completed by: 30 September 2025

1st Interview with TLMI (remote): 6 October 2025, 8:00–11:00am

2nd interview with TLMI (face-to-face): 9 October 2025, 8:00–11:00am



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