



London City Mission HR Advisor (FTC)

Candidate Pack
August 2025



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About us



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About Us

About London City Mission

We long to see Jesus known by people on the margins. God's message of salvation is for everyone, but His heart for the marginalised is especially clear in scripture.

London is home to many whose daily experience is rejection, helplessness and shame. People overlooked, struggling, and pushed to the edges of society—lacking not just resources, but status, connections, community and hope.

It's clear in the Bible that God has a heart for those who are marginalised—whose physical poverty reveals their helplessness before Him. It's in this place of need that Jesus meets us, inviting us to repentance and hope.

Yet in London's most deprived communities, people are least likely to hear this invitation. Jesus is a forgotten name, a myth, or a mystery.

And yet, nearby—sometimes just around the corner—sits a source of eternal hope: the local church. The church is God's plan to share the gospel, a light to the world. It holds incredible potential to reach those so often forgotten—to go into the streets, seek the broken, and call them to the feast of God's kingdom.

That's why we come alongside churches across London—to encourage, equip and support them to step into their God-given purpose.

Following the Spirit's leading, we help build sustainable missional teams that form deep, lasting connections. We support intentional relationships, where Christians share their faith and demonstrate it practically.

People from marginalised backgrounds belong in God's family. So we help churches become places where anyone can grow and thrive.

All we do is rooted in prayer and dependent on the Holy Spirit. We pray many will hear the gospel, follow Jesus, and invite others to do the same.

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About Us

Our Values

All of this is done in line with a set of values that LCM have developed to shape the way we work and relate with each other, with the Church and with the people and communities we engage with. Our values are set out below.

We are passionate about sharing the love of God and good news of Jesus Christ with the least reached in London, and to do this in partnership with churches. To help us do this, we have developed a set of values which shape the way we work and relate with each other, with the church and with people in the communities we engage with:

ROOTED IN CHRIST

Prayerfully dedicated to doing God's will and living His way, according to His word

CHRIST-LIKE LOVE

Looking not to our own interests but to the interests of others because we are united as brothers and sisters in CHRIST

GOD-GLORIFYING EXCELLENCE

Pursuing the best that we can be to glorify God and serve each other in all we do

SPIRIT-INSPIRED COURAGE AND PERSEVERANCE

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

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About Us



Statement of Faith and Conduct

As Evangelical Christians we accept the following doctrines which we regard as crucial to the understanding of the faith, and which should issue in mutual love, practical Christian service and evangelistic concern:

- The revelation of the triune God given in the Scriptures of the Old and New Testaments and the historic faith of the Gospel therein set forth.
- The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgment.
- The divine inspiration of the Holy Scripture and its consequent entire trustworthiness, clarity and supreme authority in all matters of faith and conduct.
- The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- The substitutionary sacrifice of the incarnate Son of God as the sole and all-sufficient ground of redemption from the guilt and power of sin, and from its eternal consequences.
- The justification of the sinner is solely by the grace of God through faith in Christ crucified and risen from the dead.
- The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit.
- The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head and which is committed by His command to the proclamation of the Gospel throughout the world.
- The calling of all Christian people to a life of holiness and prayer according to the Holy Scripture.
- The expectation of the personal, visible return of the Lord Jesus Christ in power and glory.

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Job description





Role details

Job title: Human Resources Advisor

Department: Human Resources

Reporting to: HR Ministry Partner

Responsible for: n/a

Salary: c. £32,794 to £35,442 depending upon experience

Contract/ Hours: Fixed term contract till end December 2026 and full-time working hours (40 hours per week including an hour each day for lunch)

Location: LCM Head Office, 175 Tower Bridge Road, London - but with some flexibility on working from home on some days.

Annual Leave: 25 days annual leave (pro-rated for part time) which increases after 4 years of service

- 3 additional days off work to be taken by all staff in between Christmas and New Year as fixed days.
- Additional leave on 5 bank holidays per year

Other benefits:

- Blended approach to work - with some flexibility over days in the Office and working from home.
- An attractive pension scheme with LCM contributing generously.
- Clear Christian values underpinning all we do.
- Regular LCM and team prayer events; monthly whole of LCM team days with worship, teaching, prayer, and updates; and an annual week of prayer in January.
- Season ticket loan option (following completion of probation for permanent employees).
- Cycle to work scheme.
- Support for CIPD professional membership subscriptions and CPD.
- Active staff forum to ensure staff have a voice in people, well-being and safety matters.

2

Job description



Purpose of the role

To provide an excellent HR service and advice to leaders and staff within their allocated portfolio of teams, take forward and contribute to projects to improve further our HR processes, and to enhance our service offering. To work proactively and collaboratively with other HR team members and colleagues across LCM consistent with LCM's Christian values.

Summary of main responsibilities

Working collaboratively as part of the overall HR Team, the HR Advisor is responsible for ensuring that all operational HR support is provided to the highest standard to all levels of LCM staff and leaders within their allocated parts of the organisation.

The HR Advisor is responsible for maintaining and updating data in the HR Information System, drawing reports from the system and responding to enquiries from managers and employees. They will take forward projects and contribute to project work of others within the HR team and LCM, as well as operational HR work - such as delivering proactive case management and end-to-end recruitment campaigns.

All HR team members are expected to have a prayerful and collaborative approach to their work and the work of the team and a commitment to high standards.

Providing first level proactive, operational, and professional HR advice, in accordance with organisational Christian values & policy

- Assist and give first level advice, in accordance with Christian values and LCM's HR policies and procedures, to line managers in dealing with the full range of people issues within their departments and teams (e.g. relating to performance, sickness, conduct, conflict, development).
- Manage cases and advise on how line managers should handle a range of people management issues.
- Support first level formal hearings in relation to performance, sickness, or conduct.
- Conduct exit interviews, analyse results and identify potential improvements for LCM.
- Evaluate jobs in consultation with the HR Ministry Partner (we will train you in our job evaluation process).
- Proactively advise and assist with ensuring appropriate safeguarding practices and policy, including DBS checks.
- Take forward their own development and network, as appropriate, with HR professionals in other organisations to keep skills and knowledge up to date and bring this into LCM.

2

Job description



Ensure the recruitment and selection process within allocated areas are well managed in accordance with LCM policy and procedures, values and best HR practice

- Lead recruitment campaigns end-to-end from attraction to induction and on-boarding, including effective campaign planning, short-listing, interviewing, and providing HR advice.
- Ensure recruitment campaigns are dealt with swiftly and effectively, within LCM's Christian values, HR policies and procedures, HR best practice and employment law.
- Contribute to the missionary recruitment process, by ensuring all the pre-employment and pre-interview checks are carried out and all information is ready for the panel.
- Place adverts appropriately making cost effective use of best routes to market.
- Contribute to the discernment process in recruitment decisions.
- Deliver excellent induction and on-boarding for new recruits.

Occupational Health referrals and case management

To work with all stakeholders to:

- Manage cases involving sickness absence, provide pro-active occupational health referrals, advise on reasonable workplace adjustments, and return to work arrangements.
- Promote best practice health & wellbeing in liaison with the Health & Safety Manager/HR Ministry Partner when required.
- Support staff in prayer as required.

Employee Administration

- Help prepare monthly payroll for finance, including salary adjustments and changes, setting up starters and leavers, notification of absence duration and type (sickness, maternity, paternity etc), providing relevant information to the Finance Department for payroll processing within set deadlines.
- Prepare contract variations and leaver confirmations.
- Ensure appropriate and timely action is taken and updated on the HR Information System (HR Evolution plus – we will provide coaching to help you learn how to use this system)



HR Reports and projects

- Collate data from various sources including the HR database to produce reports.
- Run regular standard reports and develop new reports when needed.
- Take forward projects to develop our policies, processes and offering, and input to projects being led by others.

Supporting the Christian life and upholding the Christian values of LCM

- Engage in weekly HR Team prayer times and pray over your own work and the work of the team
- Participate in the corporate prayer and worship life of LCM by engaging in corporate prayer times and events such as daily prayer, monthly Team Days and the annual Week of Prayer.
- Serve at corporate events as required

Expected Standards

Employees of LCM are expected to:

- Fully participate in the spiritual life of LCM including attending the annual week of prayer, monthly Team Days, and weekly/daily staff prayer meetings.
- Take due care of your own Health and Safety and that of others (as appropriate) in your working environment.
- Ensure compliance with General Data Protection Regulation principles and practice.
- Attend LCM provided training needed to support you in the delivery of the requirements of your role.
- Be an advocate for, and role model of, LCM values
- Be a committed member of an evangelical church.
- Undertake any other duties that may be reasonably expected as part of this role.

Key Relationships

- HR Team colleagues
- Staff and line managers in missionary field roles and support service roles at all levels

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Person specification



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Essential criteria

- Some previous experience in an HR role or evidence of a clear commitment to develop a career in HR and willingness to learn (we are able to coach and develop the right person).
- Part-CIPD qualified, minimum CIPD Level 5, or admin/ service experience and good academic track record.
- Strong Christian faith and prayer life – a committed and practicing Christian.
- Competent in the use of MS Office:Excel, Word, Outlook, PowerPoint, SharePoint etc.
- Able to handle sensitive and confidential information and case work.
- Strong in terms of accuracy and attention to detail in written and numerical work.
- Right to work in UK.

Desirable criteria

We can train and develop the right person in these areas

- Experience of carrying out DBS checks
- Experience of administering visa applications
- Experience of HR payroll processes
- Up-to-date knowledge of safeguarding practice and issues

Competencies

Motivation

Understands the main aim of LCM's strategy and of their role and the work of the HR team in supporting that. Is motivated to deliver the full scope of the role as set out in this Job Description.

Judgement

Makes timely and sound judgements and decisions on a range of issues, creating practical solutions to problems, seeking advice and approval from their line manager and other colleagues, as appropriate; ensures these are aligned with LCM's strategy and goals and HR policies and procedures. Applies Godly wisdom.



Planning and organising

Commits plans to the Lord. Can multi-task. Able to look ahead and develop clear and workable plans to get things done in a timely, effective, and efficient way. Monitors progress and keep things on track, whilst being flexible to adjust plans if needed. Prepares and co-ordinates activities well whilst ensuring resources are well stewarded. Strong and consistent attention to detail and accuracy in all work.

Relationships

Excellent interpersonal skills. Able to build and maintain fruitful working relationships with a wide range of internal stakeholders.

Collaboration and Teamworking

Co-operates well with others and shares knowledge and expertise to support their work and development. Willing to learn from others. Works as part of a team, contributing to team goals and encouraging and supporting other team members. Works collaboratively within their own team as well as with colleagues across LCM (Field and Head Office).

Drive

Focuses on agreed priorities and manages time and effort to deliver excellence, to make progress against plans, and to achieve targets. Takes initiative, proactive to get things done to time and quality standards. Anticipates potential blocks to progress and finds a way forward, asking for help and advice from their line manager and other colleagues when required.

Values

Our four LCM values clearly shape the way they work and relate with others.

This job description does not form part of a contract of employment



Occupational requirement

London City Mission is an organisation committed to preaching the Christian gospel to the people of London.

The HR Advisor has responsibility to implement LCM's HR policies and practices in relation to employees and volunteers, to achieve the ministry vision of the London City Mission. The postholder will actively participate in, and lead as required, weekly times of Christian prayer or Christian devotions within the team. They will advise line managers in accordance with both employment law and LCM's Christian values.

It is essential that the position holder must personally own, communicate and implement the aims and objectives of the Mission, ensuring that LCM's core beliefs and values are integrated into the employment practices, being committed to the vision, doctrine, and ethos of London City Mission. The HR Advisor will be required to participate in the Christian spiritual life of the Mission at Team, Department and Corporate levels.

Where appropriate, employees are required to agree to the Mission's Statement of Faith and Conduct.

On the basis of the above factors, we consider there is a prima facie case for an Occupational Requirement that this person be an evangelical Christian.

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How to apply



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How to apply



London City Mission 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.

**Due to the nature of the work, this role requires post holder to be an evangelical Christian. This is in accordance with the Occupational Requirements provisions of the Equality Act 2010. Employees are required to agree to the Mission's Statement of Faith and Conduct.*

Closing date: 24 September 2025

Charisma vetting interviews to be completed by: 29 September 2025

Interviews with LCM: w/c 6 October 2025 (in-person)

For shortlisted candidates, the selection process will include one stage with LCM, involving a panel interview with senior LCM colleagues who will prayerfully assess and seek to discern the selection of the right candidate.

Further details of the interview process and dates will be sent to short-listed candidates.



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