

Job Title:	Human Resources Business Partner
Reports To:	Chief Executive Officer

Background:
<p>Beautiful Gate South Africa, established in 1994, has undergone significant evolution in its mission and programmes. Starting as a street children's home, expanding to a hospice for children with HIV/AIDS, and transitioning to community-based care, our focus is now on empowering entire families. We are a faith-based, Christian non-profit organisation committed to protecting, supporting, and developing children, strengthening and empowering families, and enabling communities to thrive. Rooted in Christian values, we partner with individuals and communities to create lasting impact through compassion, collaboration, and a shared commitment to transformative family care.</p>

Main Purpose of Role:
<p>The Human Resources Business Partner (HRBP) will play a strategic and operational role in driving human resources practices that support the mission and vision of the organisation. The HRBP will work closely with leadership, managers, and employees to foster a culture of excellence, inclusivity, and spiritual growth, while ensuring alignment with organisational goals and compliance with HR policies and regulations.</p>

Key Responsibilities (this list is not exhaustive):
<p>Strategic HR Partnership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collaborate with leadership to align HR strategies with organisational goals and objectives. <input type="checkbox"/> Serve as a trusted advisor to managers and employees, providing guidance on HR-related matters, including workforce planning, employee engagement, and change management. <input type="checkbox"/> Advocate for and support the organisation's values and mission in all HR initiatives. <p>Talent Management & Development (including recruitment & Selection)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lead talent acquisition efforts to attract individuals dedicated to family strengthening and community empowerment. <input type="checkbox"/> Design and implement training and development programs that build capacity and support organisational values and goals <input type="checkbox"/> Partner with managers to identify and develop high-potential talent for succession planning. <input type="checkbox"/> Manage the implementation of recruitment policies, including selection <input type="checkbox"/> Ensure that recruitment practices are fair and consistent and comply with regulations and organisational good practice.

Employee Relations

- ☐ Promote a culture of respect, collaboration, and accountability, addressing employee concerns promptly and effectively.
- ☐ Manage conflict resolution and mediation, ensuring outcomes align with organisational values and policies.

HR Operations

- ☐ Oversee HR functions, including performance management, payroll administration, benefits, and compliance with labour laws.
- ☐ Maintain and update HR systems, ensuring accurate and confidential record-keeping.
- ☐ Develop, implement, and review HR policies to align with best practices and the organisation's faith-based ethos.

Organisational Culture & Wellbeing

- ☐ Foster a supportive and inclusive environment that celebrates diversity and encourages team collaboration.
- ☐ Lead employee engagement initiatives, including team-building activities, wellness programs, and spiritual support.
- ☐ Actively promote the organisation's Christian identity in all HR processes and employee engagement efforts.

Skills: (Competencies & Attributes)

- ☐ Strong alignment with and commitment to the organisation's mission, vision, and values.
- ☐ Excellent interpersonal and communication skills with the ability to build trust and maintain relationships.
- ☐ Proven problem-solving and conflict-resolution abilities.
- ☐ Strategic mindset with the capacity to manage both strategic and operational HR tasks.
- ☐ High level of integrity and confidentiality.
- ☐ Committed Christian.

Experience, Knowledge & Qualifications Requirements:

- ☐ Bachelor's degree or Higher Diploma in Human Resources
- ☐ 5+ years of HR experience, preferably in the non-profit sector.
- ☐ Demonstrated knowledge of HR best practices, labour laws, and compliance requirements.
- ☐ Experience in talent management, employee engagement, and organisational culture development.
- ☐ Commitment to fostering an environment of spiritual and professional growth.

Key Result Areas**Strategic HR Leadership**

- ☐ Develop and implement HR strategies that align with the organisation's mission, vision, and values.
- ☐ Provide strategic guidance to the CEO and management team on workforce planning and organisational development.

- ☐ Monitor and ensure compliance with employment legislation and HR policies.

Employee Relations and Industrial Relations (IR)

- ☐ Address disciplinary and non-performance issues in line with company policies and employment legislation.
- ☐ Communicate effectively with management and employees to resolve grievances and manage corrective actions.
- ☐ Ensure fair and transparent IR practices.

Performance Management

- ☐ Lead performance management process to achieve organisational objectives.
- ☐ Provide coaching and support to managers and employees to enhance individual and team performance.
- ☐ Identify training and development needs to address performance gaps.

Talent Acquisition and Retention

- ☐ Develop and implement recruitment strategies to attract talent aligned with the organisation's mission and values.
- ☐ Oversee the onboarding process to integrate new hires effectively.

HR Operations and Administration

- ☐ Supervise the HR Administrator to ensure efficient delivery of HR services, including payroll, benefits, and reporting.
- ☐ Maintain accurate and confidential HR records and systems.
- ☐ Ensure employment equity compliance and report on progress.

Organisational Culture and Employee Engagement

- ☐ Foster a culture of teamwork, accountability, and alignment with Christian values.
- ☐ Lead employee engagement initiatives to promote morale and collaboration.
- ☐ Champion organisational values in all HR practices and interactions.

Leadership and Supervision

- ☐ Effectively manage and mentor the HR Administrator to build capacity and achieve team goals.
- ☐ Provide leadership in HR-related projects and initiatives.
- ☐ Ensure alignment of HR team activities with organisational priorities.

Risk Management and Compliance

- ☐ Identify and mitigate HR-related risks, including legal, compliance, and employee relations risks.
- ☐ Ensure compliance with all organisational policies and procedures.

Resource Management / Dimensions:

Manage a team of circa two.

Location:

Based in Cape Town.