

JOB DESCRIPTION

Diocesan Objectives

The Diocese of Canterbury is committed to 3 key overriding objectives of

- *Growing the Church, numerically and spiritually*
- *Re-imagining ministry for lay and ordained*
- *Building partnerships that enrich communities*

The diocesan structure is built around frameworks which focus on these key objectives and our strategic priorities are set for this purpose. Through our structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ

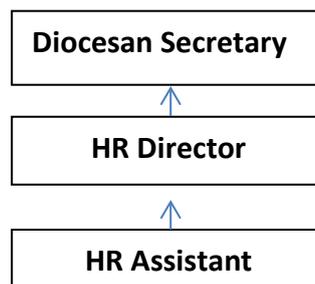
Name	
Job Title	HR Assistant
Grade & Hours	5 Part time contract (0.2 FTE) 9 hours per week
Contract	Fixed term for 1 year
Salary	£6244 pa (£24,282 pa FTE equivalent)
Department	Human Resources
Reports to	HR Director

Job Summary

The HR Assistant role will provide a proactive, professional and supportive people administration and first line HR service for the staff of Diocesan House. As well as assisting with the administration of Clergy appointments and moves and across the parishes of the Church of England Diocese of Canterbury as required.

Job Location Diocesan House, Lady Woottons Green, Canterbury

Structure Chart



Main Duties

1. Preparation of standard letters including offer of employment letters, contracts, promotions, resignation acknowledgements, reference requests, probationary reviews and draft announcements for the weekly newsletter
2. Clergy moves and changes paperwork including welcome letters, Statement of Particulars and Church Commissioner`s payroll forms in liaison with the Finance team
3. Updating and entering employee and clergy data into the HR systems (In-house and Diocesan Databases) ensuring GDPR compliance
4. Employee starter, changes and leaver processes in liaison with the Finance team developing a good working relationship with the outsourced payroll provider
5. Updating absence records and ensuring absence is monitored to assist with managing positive attendance
6. Provide administrative support to recruitment processes including acknowledging CVs and application forms, preparing interview plans and packs and invitation to interviews as required
7. Providing 1st line support to new staff and escalating more complex queries issues to the HR Director including making diary appointments and arranging meetings as appropriate
8. Proactively deal with recruitment enquiries and speculative applications
9. Assist with disciplinary, grievance and other formal meetings, to an appropriate level taking notes as required
10. Ensure all written documentation reflects the professional image of the Diocese
11. Assist with the development of the HR function across the Diocese
12. Provide support to HR projects and daily activities as required

Contact with others

Internal	All Diocesan House teams Episcopal Staff team and their administration staff
External	Parish Clergy, Parish Officers, Area Deans & Lay Chairs

Person Specification

Qualifications/Education required	GCSE “O” Level/Level 2 or equivalent in English and Maths Good knowledge of standard HR processes
Skills required	<ul style="list-style-type: none"> • Accurate administration skills • High level of attention to detail • Planning & organisational skills • Self-motivated • Able to demonstrate a proactive approach • Well-developed interpersonal skills including listening and empathy • Strong written and excellent oral communication skills
Experience required	<ul style="list-style-type: none"> • Previous experience in a busy generalist HR team: • A good understanding of HR and its impact/place in a business
Aptitudes & personal qualities required	<ul style="list-style-type: none"> • Confident working on own initiative and able to work unsupervised but with the understanding of when to escalate matters appropriately • Team worker • Ability to maintain high levels of confidentiality

Agreed by job holder	
Date	
Authorised by	
Date	
Review date	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.



We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

If required by the post, the Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.