

## DIOCESE OF WORCESTER

### PARISH HR & RECRUITMENT ADVISOR (.6 FTE)

#### Job Description

##### Background

Our HR team supports practical processes and best practices that align with the overall mission and strategy of our Diocese. Our mission is to service the needs of the Diocese (parish, clergy, lay and Diocesan Board of Finance (DBF) staff) and help build a high performing culture of excellence, accountability, transparency and collaboration. We make a key contribution to enabling a supportive culture. We support parishes by offering practical employment and recruitment advice, templates and bespoke training courses; all specifically tailored to the church environment.

Our transformation strategy has seen our parishes recruiting over 50 parish-based roles; this means that having robust HR policies and procedures in place is central to the delivery of the first phase of our transformation plans. A dedicated Parish HR and Recruitment Officer will become a key member of our team. This role is vital to effective recruitment and onboarding and good line management, ensuring parishes have the right staff to fulfil their missional objectives.

##### Principal Tasks

###### Advice:

- Act as the first point of contact to provide HR advice, guidance and coaching to parishes
- Provide support and advice to parishes on the development and implementation of effective HR policies and on employment law.
- Provide an HR knowledge base and advice service to parishes including running training courses, advising on role descriptions, pension queries and managing bespoke cases
- Provide parish HR health checks where relevant
- Support, promote and encourage good HR practice within parishes
- Manage multiple HR caseloads from inception to completion
- Manage complex employee relations casework including: dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.

###### Recruitment and Employment:

- Participate in the implementation of parish recruitment projects across the whole recruitment lifecycle including advising on job design, advertising and managing the candidate experience
- Promote a robust approach to hiring which prioritises practical, objective assessment and promotes diversity.
- Advise / undertake recruitment processes including placing and writing advertisements, setting up panels, letters to applicants etc
- Produce and advise on job descriptions, contracts, offer letters and referencing documentation and advise on retention of documents
- Challenge and improve the employee journey from recruitment to employment, through induction and probation and throughout progression.
- Advise on induction process for new employees
- Understand, apply and advise on safer recruitment in the Church of England
- Understand, apply and advise on diversity and inclusion.

## **Processes and Policies**

- Develop model resources and policies for use by parishes
- Maintain and market an HR resources library (including templates)
- Review, develop and maintain effective processes, systems and policies / procedures in relation to all aspects of the parish HR function and ensure information is maintained and stored in line with best practice, policy and legal requirements.
- Ensure the Parish Employee Handbook is reviewed and reflects current legislation as well as DBF practice
- Ensure HR ensure information is maintained and stored in line with best practice, policy and legal requirements.

**Reports to:** HR Manager

**Key Relationships:** Transformation Programme Manager, Transformation Project Manager, Safeguarding team, Bishop's Chaplain

**Safeguarding training level:** basic and foundation

## **Person Specification**

### **Essential**

#### **Qualifications and Experience:**

- Proven experience in a human resources advisory role
- A recognized HR qualification or equivalent experience (e.g. CIPD Level 5 or equivalent experience).
- Knowledge and understanding of employment law and HR best practices.
- Experience providing HR support and guidance to various stakeholders
- Experience in handling complex employee relations issues, including disciplinary, grievance, and performance management

#### **Skills and Abilities:**

- Excellent interpersonal and communication skills, both written and verbal, with the ability to explain complex HR issues in plain language, clearly and sensitively.
- Strong analytical and problem-solving skills with a focus on practical solutions.
- Ability to build and maintain effective working relationships with a range of stakeholders, including clergy, lay staff, and volunteers.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Competence in using databases and Microsoft Office applications.

#### **Knowledge**

- Understanding of the working structures of the Church of England
- Awareness of safeguarding principles and the role of HR in ensuring a safe environment for all.
- Familiarity with equality, diversity, and inclusion principles and their application within HR practices.

#### **Personal Attributes**

- A high level of discretion and the ability to handle sensitive information with confidentiality and integrity.

- Resilience and the ability to remain calm and professional in challenging situations.
- A collaborative and supportive approach to working with teams and individuals.
- Sympathy with the values and mission of the Diocese of Worcester and the Church of England
- Able to work under pressure with a flexible attitude, organised, comfortable with some ambiguity and able to see projects and tasks to completion working to deadlines. In a small team, the postholder will need to be pragmatic and willing to be 'hands-on'.

### **Other Requirements**

- Able to travel regularly, widely and flexibly in both the rural and urban parts of the Diocese. A current driving licence and access to own vehicle is essential unless suitable alternative arrangements can be made
- Flexibility to occasionally work outside normal office hours

### **Desirable Criteria**

### **Qualifications and Experience**

- Experience in a charitable organization.

### **Knowledge**

- Knowledge of and preferably experience of church organisations (e.g. PCCs).
- Knowledge of Church of England administrative structures and operations.