

About the National Church Institutions (NCIs)

The National Church Institutions support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Human Resources department provides a strategic and operational HR service to the seven National Church Institutions (NCIs) and the 42 Diocesan Bishops' offices. Our **HR Operations** team focusses on the entire employee lifecycle providing support, advice and guidance to senior leaders, line managers and staff. The **Organisational Development** team lead on culture, values, wellbeing, development, and our belonging & inclusion strategy. Through our **External Service** team, we also offer HR support on a consultancy basis to other Church of England organisations including our dioceses and cathedrals.

We are a friendly, diverse, well respected, and highly engaged HR team who are committed to actively sharing knowledge and learning across the team and beyond. We encourage flexible working within the team and meet online weekly and in-person once a month for collaboration, knowledge-sharing and building relationships within the team.

What you'll be doing

The purpose of this role is to provide strategic people resourcing expertise across the National Church Institutions and Bishops' Offices. The post-holder will focus on developing and evolving our Resourcing Strategy (including employer brand and candidate attraction) in line with our organisation values, and our Belonging & Inclusion strategy, and help us expand our use of digital recruitment tools and platforms.

MAIN DUTIES AND RESPONSIBILITIES

Act as a specialist adviser in all areas of strategic resourcing (~85%)

- Lead our employer brand and attraction initiatives making full use of available social media and other digital channels, ensuring that it is aligned with our resourcing plans and diversity and inclusion goals, working in close partnership with the HR colleagues, and Digital & Internal Communications teams;
- Develop the NCIs' approach to candidate attraction, working with the HR Operations team to review the candidate search and talent pools functionality of our own ATS, as well as advising on their use of proactive candidate attraction tools;
- In collaboration with Procurement and Subject Matter Experts across the organisation, develop and manage partnerships with external providers to enable cost-effectively recruit permanent and contract specialist / senior roles and ad-hoc temporary resource via recruitment agencies as required;
- Routinely review the recruitment policy to ensure it meets the needs of the organisation and our aim to represent the diversity of the country we serve. As Policy Owner, provide specialist recruitment advice and guidance to HR Business Partners and the HR Operations team, and develop a framework for the Quality Assurance of our recruitment processes;
- Advise on selection tools, acting as subject-matter expert for selection within the NCIs drawing on support from internal and external occupational psychologists when required. Develop and routinely update suites of selection exercises and interview question banks etc and guide the use of psychometric tests and other selection tools.
- In collaboration with the Organisational Development and HR Operations teams, contribute to the design and delivery of our Confident Recruiter training programme to equip all new line managers to make good recruitment decisions in line with our values;

Operational recruitment delivery (~5-10%)

- Support a small number of specialist / hard-to-fill recruitment campaigns and provide specialist recruitment expertise to the HR team.

Wider HR Contribution (~5-10%)

- Contribute to the planning and implementation of wider HR projects which may depend on the specific skills, experience, and interests of the postholder

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description in line with your banding and the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About you

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Extensive knowledge of good recruitment practice, employer branding, recruitment policy and the wider recruitment market
- Record of accomplishment of experience in developing marketing, branding and attraction strategies to reach diverse target audiences
- Knowledge of the contingent workforce labour market and experience in developing partnerships with recruitment agencies and executive search firms, negotiating terms, and managing relationships with external suppliers;
- Extensive experience of the recruitment life cycle and up to date knowledge of best practise and legislation, digital tools and building recruitment strategies and campaigns
- Experienced in managing, developing and launching new strategies and creative yet pragmatic solutions
- Experience in using a range of selection tools and assessments
- Experience of developing the use of talent acquisition tools (e.g. LinkedIn, CV databases etc) to attract diverse candidate pools;
- Experience of interpreting, and using data to make informed business decisions
- IT skills (Word, Outlook, Excel)

Skills/Aptitudes:

- Sophisticated influencing and relationship building skills
- Strong consultancy, partnership, and coaching skills
- Effective communication skills – both written and verbal with the ability to produce excellent quality policy, recruitment guidance, interview, and assessment documentation
- Able to develop strategic initiatives and policies, implement practical solutions and influence senior leaders
- Skilled at negotiating with internal and external stakeholders.
- Confident in coaching HR colleagues in their professional recruitment practice, and work collaboratively across the HR team and wider organisation.
- Professional, enthusiastic, and collaborative team player
- Self-motivated with initiative and the necessary drive to deliver results
- A self-starter with a positive work ethic

Desirable

Knowledge/Experience:

- Chartered MCIPD membership
- Accredited BPS Occupational Test User (Ability and Personality)
- Experience of recruiting to a range of roles in the public / voluntary sectors
- Experience of / interest in other areas of HR

Vacancy summary

JOB TITLE	HR Resourcing Specialist
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Human Resources
GRADE:	Band 3 Standard Point
SALARY:	£56,833
WORKING HOURS PER WEEK:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	On average, 1-2 days per week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE¹:	8101928
COST CODE:	50201
PARENT POSITION²:	Head of HR Operations

¹ If this is an existing Position, the Position Number will be listed in '[My Team](#)' in The People System under the Job Title. It is a 7-digit number beginning 80xxxxx.

² This is the Line Manager's Position Title in The People System