

JOB DESCRIPTION

HR Co-ordinator

Salary: £24-28,000 per annum (pro rata £12-14k) depending on skills and experience

Hours: 17.5 per week

Reports to: Director of HR

Location: Old Cathedral School, Truro and home based (hybrid with regular attendance at the office)

Overall purpose of the role

To providing quality, timely and effective operational and administrative HR support across a broad range of HR functions for managers, employees, and licensed ecclesiastical office holders (i.e. clergy) in the Diocese of Truro.

1. HR Operations and Support

- 1.1. Offer professional and accurate HR guidance and direction at all levels of the diocese, and to clergy and parishes on operational employee and clergy matters, including probation, discipline, grievance, complaints, absence and wellbeing.
- 1.2. Undertake all necessary employee, volunteer and consultant HR administration relating to contracts, letters, leave, answering employee queries, etc.
- 1.3. Work with the Finance team to ensure monthly employee payroll is carried out accurately and to time.
- 1.4. Act as administrator and data manager for the HR system.
- 1.5. Undertake administration for disciplinary, grievance and performance casework, including arranging meetings, preparing paperwork and taking minutes.

2. Recruitment

- 2.1. Manage the recruitment, selection and appointment processes of employees to ensure that they run smoothly fairly and consistently including acting as account administrator for the Pathways online recruitment system.
- 2.2. Support the Archdeacon's and Bishop's offices in the recruitment of clergy when required.
- 2.3. Provide advice to managers and parishes on recruitment and selection, including advice on safer recruitment and having due regard for equality, diversity and inclusion.
- 2.4. Support and participate in the recruitment and interviewing of candidates as and when required.

3. Development and Performance Management

- 3.1. Maintain staff training records and development needs organisation-wide.

- 3.2. Keep up to date with developments in both employment law and HR trends and good practice, and also canon and ecclesiastical law regarding common tenure and clergy terms of service.
- 3.3. Take a proactive approach to own continuous professional and personal development, including maintaining up to date knowledge of developments in people (HR) practice and employment law (both secular and ecclesiastical).
- 3.4. Participate in the Church of England HR Network.

4. Health, Safety and Wellbeing

- 4.1. Assist in the implementation of wellbeing and pastoral care initiatives/services agreed by the Clergy Wellbeing Group and the staff Health and Wellbeing Group.
- 4.2. Promote and model good wellbeing practice.

5. Culture and Organisation Development

- 5.1. Assist the HR Director in drafting, consulting on, communicating and promoting people/HR (both employment and clergy) policies to ensure these, and both the Clergy and Staff Handbooks, are up to date and fit the organisation.
- 5.2. Support Director of HR and colleagues to help develop a culture which supports Diocesan strategic and operational plans.
- 5.3. Assist in the application for, maintaining, promoting and embedding people-related accreditations and awards.

6. People Information Management

- 6.1. Administer processes and systems for all aspects of the role ensuring these are in line with legislative changes.
- 6.2. Use the national clergy people system, the Diocese contact management system (CMS) and the HR system to produce people reports as required.
- 6.3. Provide information and reports on key people analytics, managing up to date personnel records, tracking and reporting on issues.
- 6.4. Keep accurate notes, correspondence and records and place on file as appropriate.
- 6.5. Ensure information management systems and policies are adhered to, including social media, cyber security, GDPR and Data Protection Act legislation.

7. Safeguarding

- 7.1. Ensure all Diocesan safeguarding policies and procedures are adhered to.
- 7.2. Undertake own safeguarding training to appropriate level.
- 7.3. Work with the Director of HR and Diocesan safeguarding team to stay up to date with safeguarding issues as they affect own area of work.

8. Equity, Diversity and Inclusion (EDI)

- 8.1. Support the Director of HR to develop and promote strategies and related policies in ways that support our EDI strategy.
- 8.2. Assist in implementing specific HR-related action in the organisation's EDI action plan.

9. General

- 9.1. Support on ad-hoc projects as identified.
- 9.3. Undertake any other duties that may reasonably be expected.
- 9.4. Undertake all the above working professionally and in collaboration with colleagues, especially those undertaking HR-related responsibilities, e.g. the Bishop's office, Archdeacon's office, and Operations team

PERSON SPECIFICATION

Essential

Experience

- Recent HR advisory or people related administrative experience
- Experience of using HR or similar system.
- Experience in administrative work.

Knowledge and Skills

- Able to demonstrate the ability to collaborate with, and be credible to, clergy and line managers.
- Able to develop own expertise quickly and accurately in less familiar and complicated specialist areas.
- Highly numerate and accurate.
- Proven excellent administrative and organisational skills.
- Excellent written skills.
- Confident in the use of technology and HR system, with excellent IT skills, including knowledge of Microsoft Office.
- Good judgment and problem solving skills.

Personal

- Committed to the aims and values of the Diocese of Truro.
- Understanding of, and commitment to, the role of HR
- Ability to occasionally travel and work flexibly across the Diocese.
- Genuine commitment to, and understanding of, equity diversity and inclusion.
- Respect for, and sensitive to, the beliefs and faiths of others.

Desirable

- CIPD qualified, or studying for qualification.
- Experience of working in or with a charity, faith, or public sector organisation.
- Experience and understanding of human resource policies and practices within the Church of England legislative provisions.

- Experience of safeguarding work.
- Experience of developing policies, guidance and terms of service that support good people management.
- Working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic and common sense approach.
- Understanding of the Church of England, its parochial system and the wider organisation of the diocese.
- Practising member of the Church of England or of a church belonging to a member body of Churches Together in Britain & Ireland or Churches Together in England.
- Other relevant professional qualification.

ABOUT US AND THE ROLE

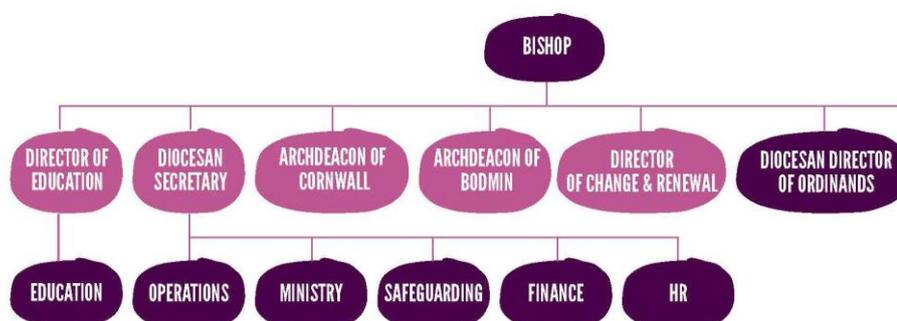
The Diocese of Truro includes over 300 churches in more than 200 parishes across the whole of Cornwall (plus two in Devon) and the Isles of Scilly. Bishop Hugh is Acting Bishop of Truro while the process of appointing a new Bishop of Truro is underway.

In 2020 the diocese began “On the Way”, inviting our 12 deaneries (the geographical regions of the Diocese) to plan for a future to meet the many challenges and opportunities that we face both as a diocese and as part of the Church of England. This work has resulted in each of the deanery’s having their own plans, as well as an overarching [Diocesan Plan for Change and Renewal](#).

Many of the plans draw on an increasingly diverse and “mixed economy” of ministry, with greater emphasis on newer roles replacing the traditional model of a parish vicar, and greater investment in local lay (e.g. volunteer) ministry.

Turning these plans into reality is challenging, and our 50 staff are working hard to support and resource clergy and deaneries to implement them. This new role will play a key part in this, as well as providing all the usual HR support to a small but professional, complex, geographically dispersed, and busy charity.

A summary organisation staff structure is below.



Where this role differs from the average HR role is that clergy are officer holders, not employees and as such employment law does not, in the main, apply, but instead they are governed by Canon or ecclesiastical law. You will therefore need to be up to the challenge, unless you come with experience of working in the Church of England, of learning about this, and working within a very different and unique culture. You will also work with parishes and Parochial Church Council (PCC) members, the national Church of England, Truro Cathedral, and external organisations, advisors and consultants.

We will support the successful candidate, if not already CIPD qualified, in gaining this qualification both financially and with time if needed.

You do not need to be a practising Christian to work with us, but you do need to be sympathetic to, and respectful of, the aims and values of the Christian faith and the Diocese.

As an employer we offer a company pension scheme, generous annual and other leave, and a flexible working policy. We are proud to have gained the accreditations below. For more information on what we offer as an employer see our website [here](#).

