

Job Title:	HR Officer	Department	Administration
Reporting to:	Administrator	Pay:	Circa £28K pro-rata (depending on experience)
Contract type:	Permanent, part time up to 21hrs a week		
Job Description			
Purpose of role:			
<p>To provide a proactive operational HR service and manage all areas of HR for lay staff within the organisation.</p> <p>To provide support to the Volunteer and Visitors Manager in relation to volunteer recruitment and management.</p>			
Key Accountabilities:			
<ul style="list-style-type: none"> • Carry out recruitment administration for employees and volunteers, ensuring compliance with Safer Recruitment including: placing advertisements; supporting short-listing; arranging interview timetables and logistics; conducting right to work and Safeguarding/DBS checks; obtaining references; keeping records; supporting the production of job offers and contracts/volunteering role descriptions. • Responsible for timely and accurate database entries including recruitment, new starters, personal details, pay, all types of leave and sickness absence, appraisal completion, training, and leavers. • Keep abreast of any changes to employment law ensuring that the Administrator and HR Committee are informed in a timely manner. • Ensure the Cathedral has the correct policies and procedures amending or creating new as necessary. • To lead on all sensitive employment cases, including disciplinary, grievance, capability and attendance issues. • To support, advise and coach management to ensure a consistent approach in line with good working practices and current employment law. • Advise on, develop and implement a performance appraisal programme. • To be a member of the HR Committee attend the monthly meeting to update them on HR issues. • Ensure employee relations are managed appropriately and in line with employment regulations. • Maintain and produce data, metrics and statistics on HR processes. • Carrying out other appropriate duties as required by the Administrator. 			

Background Information:

The post holder will report to the Administrator, who is responsible to the Chapter for the efficient administration of the Cathedral, supervision of the staff, and co-ordination of activities.

Key Challenges:

- A medium size staff base with many part time posts and a wide variety of contracts. (74 employed staff equates to 49 FTE).
- Working with a mix of volunteers and staff.
- The need for flexibility and a calm response to pressurised situations.

Working Pattern:

This role is part-time (min 14 hrs a week / max 21hrs a week) flexibility will be needed to meet work demands. Exact working pattern to be agreed.

Candidate Profile:**Essential:**

- Proven experience in HR with a minimum of 4 years' experience.
- Qualified to CIPD Level 3 or above.
- Strong IT skills in Microsoft Office software (in particular Word, Excel, Access, PowerPoint and Outlook).
- Previous experience of working in changing environment.
- Able to work comfortably with competing priorities.
- Excellent verbal and written communications skills, able to establish and maintain effective relationships with a diverse range of people.
- Excellent organisational skills.
- Self-motivated and able to work on their own initiative.
- An awareness of, and commitment to, the Cathedral's aims and values.
- The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of Exeter Cathedral.

Preferred:

- Willingness to train for CIPD Level 5 or equivalent.
- Experience of working in a Church or Cathedral environment.
- First aid training.

Benefits:

- The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- The Cathedral offers a Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)

Application Procedure

Applicants should apply using our application form and a supporting statement as to why they are interested and suitably experienced for the position. Please email together with a covering letter to vacancies@exeter-cathedral.org.uk

The closing date for receipt of applications is 12 noon on 5th April, 2019.

Interviews will be held on 15th April 2019.