



<b>Job Title:</b>	<b>HR Officer</b>	<b>Department</b>	<b>Administration</b>
<b>Reporting to:</b>	<b>Administrator</b>	<b>Pay:</b>	<b>Circa £28K pro-rata (depending on experience)</b>
<b>Contract type:</b>	<b>Permanent, part time up to 21hrs a week</b>		
<b>Job Description</b>			
<b>Purpose of role:</b>			
<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>			
<b>Key Accountabilities:</b>			
<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Keep abreast of any changes to employment law ensuring that the Administrator and HR Committee are informed in a timely manner.</li><li>• Ensure the Cathedral has the correct policies and procedures amending or creating new as necessary.</li><li>• To lead on all sensitive employment cases, including disciplinary, grievance, capability and attendance issues.</li><li>• To support, advise and coach management to ensure a consistent approach in line with good working practices and current employment law.</li><li>• Advise on, develop and implement a performance appraisal programme.</li><li>• To be a member of the HR Committee attend the monthly meeting to update them on HR issues.</li><li>• Ensure employee relations are managed appropriately and in line with employment regulations.</li><li>• Maintain and produce data, metrics and statistics on HR processes.</li><li>• Carrying out other appropriate duties as required by the Administrator.</li></ul>			

**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](mailto:vacancies@exeter-cathedral.org.uk)

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

Interviews will be held on 15<sup>th</sup> April 2019.