

Job Title:	HR Officer	Department	Administration
Reporting to:	Administrator	Pay:	Circa £28K Full time equivalent (depending on experience)
Contract type:	Permanent, part time up to 21hrs a week		

Job Description

Overview of the Role:

To provide a proactive operational HR service and manage all areas of HR for lay staff within the organisation.

To provide support to the Volunteer and Visitors Manager in relation to volunteer recruitment and management.

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 areas of work will be to:

- 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.

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 with a CV 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

If you would like further information about this role please call Catherine Escott, Cathedral Administrator, on 01392 255573.

The closing date for receipt of applications is 12 noon on Friday 2nd August, 2019.

Interviews will be held on the morning of Tuesday 6th August 2019. If you already know that you cannot make this date, please provide alternative dates with your application, stating when you would be available for interview.