



Job description and  
person specification

# Welcome

We are in search of an experienced and CIPD qualified HR Practitioner who is passionate about supporting and developing people and committed to continuous learning and improvement.

Being CIPD level 5 qualified, you will have demonstrable experience in implementing different employee engagement initiatives; in-depth grasp of employment law and regulations in the UK; as well as a good understanding of HR Information Systems and payroll process and legislation.

We are looking for someone that is a service-oriented multi-tasker, attentive to detail and able to communicate clearly and effectively. The role will require you to interact and collaborate with different stakeholders with a collective goal to achieve our diocesan vision and strategic priorities.

Through providing HR services across the charity, you will help us to be more effective in serving our communities across Dorset and Wiltshire. The Diocese of Salisbury is a medium-sized organisation with a huge reach – with thousands of young people in our schools, and hundreds of churches and clergy, we support and minister to people of all ages.

If you are this person, we would like to discuss this role with you.

## Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now. We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Climate action; Financing the Future Sustainably. As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



# Working with the Diocese of Salisbury

The role is offered as a permanent contract, with a working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

## What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

<b>Line manager:</b>	HR Manager
<b>Hours:</b>	35
<b>Duration:</b>	Permanent
<b>Salary:</b>	Up to £35,000 (Grade 4E)
<b>Team:</b>	Human Resources team as part of Parish Support

# Job description

Provide specialist, technical and advisory support across the HR employee life cycle and employee policies and processes; contribute to the resourcing of stakeholders and ensure best in class HR experiences by employees at every touch point.

Deputise for and support the HR, Learning & Development Manager in the execution of assigned duties for the role.

## **Support HR Strategy Development, Policy Development & Project Implementation**

Support the development and the implementation of the People Plan and HR Objectives ensuring alignment with the vision of the diocese and the strategic priorities of the DBF.

Collaborate with different stakeholders across the diocese to execute assigned people related projects and interventions aimed at improving and enhancing employee and stakeholder engagement.

## **Employee Relations, Contract Management and HR System Management**

Offer specialist HR advice to stakeholders (employees, Line Managers, Parish Officers, Clergy etc.) on different HR subject matter including, but not limited to, employment law, employee relations, employment contract issues, HR policies and practices, learning and development, equity, diversity and inclusion, absence management and pension and benefits etc.

## **Champion the execution of the DBF's Recruitment, Selection, Onboarding & Induction Process**

Support Line Managers through the recruitment process using the DBF HR Recruitment process flow map and ARCI-M Table as a guide and agree strategies (including advertising channels, design of job advertisements, appropriate selection techniques, aptitude tests, occupational psychology assessments and assessment centers etc.) to attract and engage the most suitable candidate for every role.

## **Support the execution of the DBF Learning & Development and Volunteer Management Initiative**

Support the HR Learning and Development Manager to develop and implement the DBF Volunteer Management Framework and Guidance.

Coordinate and administer learning and development interventions partnering with other stakeholders to assess learning needs and personal development objectives.

# Person Specification



## Qualifications & Training required

- Qualified to Level 5 CIPD;
- Good standard of literacy and education (at least A level or equivalent)

### Desirable:

- Graduate degree in in any social science related discipline.
- Project management training or qualification.

## Experience required

- Experience within HR Advisory/HR Operations role.
- Excellent technical HR knowledge with the ability to communicate with stakeholders across levels of the business with a friendly and professional manner.
- Experience delivering functional HR expertise across the full generalist remit including recruitment, reward, organisational development, change management, employee engagement, employee relations and L&D
- System savvy – ability to quickly adapt to new systems.
- Experience using Microsoft Office 365 and other applications, Teams, and the use of Share Point.

## Behavioural requirements

- Role modelling values and behaviours
- Giving effective communications on often complex subjects
- Giving feedback, encouragement, support and clarity of objectives and targets.
- Discreet and able to maintain confidentiality.
- Pragmatism and problem-solving skills and the ability to think creatively when faced with new problems, but also being pro-active in anticipating people concerns.
- Excellent attention to detail and strong organisational skills.
- Ability to retain professional boundaries whilst working closely and effectively with a different stakeholder group in a diverse and multicultural environment.

For full job description and person specification see [here](#).

# Completing an application form

As part of your application please submit the following:

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**Part 1** Complete an [Application Form](#).

**Part 2** One-page letter not more than 500 words, telling us about yourself, your motivation for applying for the role and you can include, the values and experience you will be bringing to the role.

**Part 3** A current CV

**Closing date:** Sunday 10 March

**Shortlisting:** Monday 11 March

**Interview (Tentative):** Tuesday 12 March

**Please return applications with supporting documentation by email to**

[hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)



To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded [here](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found here. [Safeguarding principles | The Church of England](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, Diocese of Salisbury please feel free to peruse our website [The Diocese of Salisbury \(anglican.org\)](http://TheDioceseofSalisbury(anglican.org)). You can also find out more about the team you will be working with on the website as well.

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)