CARLISLE
DIOCESE

# HR Assistant

## Based at Church House, Penrith, Cumbria

- *Are you a well-organised administrator with a sharp eye for detail and a approachable, professional manner?*
- *Would you like to use your skills to support the staff and clergy who serve the parishes and communities of Cumbria?*

The Diocese of Carlisle is looking for an **HR Assistant** to provide efficient, accurate and confidential administrative support to our HR function.

Reporting to the *HR Manager*, you will run the day-to-day administration of **recruitment and safer recruitment checks**, onboarding, employee records and HR data for diocesan staff, and support the administration of clergy appointments. You will be a first point of contact for HR enquiries from **staff, clergy and parishes**, managing the HR inbox.

We are looking for someone who is IT literate in Microsoft Office, has good written and verbal communication skills and has previous administrative experience, ideally in HR. You will be organised, adaptable and able to handle sensitive and highly confidential information with professionalism and discretion.

This is a part-time position of **21 to 26 hours per week (0.6–0.8 FTE)**.

Salary £27,486 FTE per annum from 1st January 2027 (£16,491 – £21,988 pro rata), plus a 15% non-contributory employer pension

**Closing date** for Applications: 8th December 2026 9am
**Interviews**: Church House, Penrith 16th December 2026

For an informal chat about this role, please contact Kelly Hodkinson (HR Manager) by emailing Kelly.hodkinson@carlislediocese.org.uk.

Completed application forms should be returned to
HumanResources@Carlislediocese.org.uk

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**Carlisle Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**