ROLE DESCRIPTOR

JOB TITLE: HR Assistant 21 to 26 hours per week (0.6-0.8 FTE)

REPORTS TO: HR Manager

DEPARTMENT: Human Resources

PURPOSE OF ROLE:
To provide efficient, accurate and confidential administrative support to the HR function. The post holder will run the day-to-day administration of recruitment, safer recruitment checks, onboarding, employee records and HR data for diocesan staff, and support clergy appointment administration. They will be a friendly first point of contact for HR enquiries from staff, clergy and parishes.

KEY ACCOUNTABILITIES :

Recruitment and safer recruitment - Clergy and Lay roles

- Prepare and place job adverts, role descriptions and application packs, and keep recruitment timelines up to date.
- Acknowledge applications, prepare shortlisting packs and arrange interviews, panels and venues.
- Prepare offer letters, contracts for HR Manager approval.
- Carry out pre-employment checks in line with Church of England Safer Recruitment and People Management guidance
- Track outstanding checks and escalate gaps (for example missing references) to the HR Manager.
- Support clergy appointment administration, including adverts, appointment packs and interview arrangements.

Onboarding, changes and leavers

- Starter paperwork, set up new starter records and coordinate induction with line managers.
- Track probation review dates and send reminders to managers.
- Prepare letters for contract changes, such as hours, pay or role changes.
- Process leavers, including exit paperwork and final record updates.

HR records, data and payroll support

- Maintain accurate, up-to-date personnel files and HR system records for employees and volunteers.
- Record absence, annual leave and other leave
- Keep training records up to date, including safeguarding training, and flag renewals due.
- Handle all personal data in line with UK GDPR and the Diocese's data protection and retention policies.

Enquiries and general HR support

- Manage the HR inbox and respond to routine queries from staff, clergy and parishes, referring complex matters to the HR Manager.

- Arrange HR meetings and take accurate, confidential notes when required.
- Help keep HR policies, templates and guidance documents up to date and correctly filed.
- Support HR projects and process improvements as directed.

General

- The Diocese of Carlisle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.
- Undertake other duties appropriate to the grade of the role, as reasonably required.

FINANCIAL IMPACT (How much and for what)	NETWORK (Key people with whom the role liaises)
DIRECT : None	INTERNAL : HR Manager, Safeguarding Adviser, Rydal Hall Manager, Archdeacons (local operational managers), Finance Department, Administration Manager, Employees EXTERNAL : HR Network,

PERSON SPECIFICATION PART 2

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Technical Skills & Qualifications	
• IT literate in Microsoft Office packages and able to use IT effectively • Good written and oral communication skills • Previous experience in an administrative role ideal HR administration	• CIPD level 3 • Previous experience in an HR administrative role • Experience of using IT to improve efficiency in office processes and systems • Experience of HR systems • Experience of payroll provision • Experience of GDPR legislation
Knowledge and Experience	
	• Working knowledge of UK employment law basics, such as right to work and the Equality Act 2010 • Awareness of The Church of England, its structures and ethos.
Methods of working ▪ organised ▪ self-starter ▪ attention to detail ▪ able to take initiative and self-direct within accountability structures ▪ ability to operate under pressure ▪ ability to handle sensitive and highly confidential information with professionalism and discretion ▪ ability to be adaptable and flexible	
Personal Effectiveness ▪ meets deadlines and targets in spite of obstacles ▪ a hard worker, able and ready to tackle a range of work with energy and stamina ▪ works with others to achieve outcomes ▪ works imaginatively to achieve outcomes while working within given frameworks	
Personal style ▪ professional, approachable, trustworthy ▪ team player, works well with range of colleagues and partners ▪ Supportive of ethos and values of CofE	

Benefits	
Salary	£27,486 FTE per annum from 1st January 2027 (£16,491 - £21,988 pro rata)
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 55ppm
Office provision	office space in Church House, Penrith
IT & Mobile phone	Laptop and smartphone for work use with remote access to email
Working expenses	Funded as appropriate
Other benefits	▪ 34 days annual leave incl bank holidays (pro-rata for part-time employees) ▪ time off in lieu of additional hours worked

Any offer of employment is subject to:

- Two references (one must be current employer)
- Health Check
- Right to work check
- Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)