

Job Description: HR Coordinator

Salary	£28,390 - £30,960 pro-rata
Grade	6 - Officer
Team	People Team
Line Manager	Director of People & Safeguarding
Matrix Manager	NA
Line Reports	NA
Contract Duration	Fixed Term [12 months]
Contract Type	Part-time (0.5FTE)
DBS Check Requirement	NA

Job Purpose

As a member of the People Team the HR Coordinator is responsible for providing comprehensive and professional HR administrative and coordination support, collaborating closely with our staff, our clergy, and our parishes.

Relationships:

Internal

- All diocesan staff
- People Team, including HR Partner, Clergy Appointments Officer, DBS Officer
- Diocesan Safeguarding team
- Church House Administrators

External

- Clergy and church leadership teams across our parishes
- National Church Institutions within the Church of England, eg on pensions and HR topics
- External suppliers for benefits provision, e.g., Occupational Health Provider/s etc

Responsibilities

Recruitment

- Coordinate recruitment processes working closely with the HR Partner to ensure job application packs and advertisements are prepared, approved and placed on the selected jobs boards.
- Facilitate the shortlisting process with recruiting managers, and arranging interviews and selection tests
- Ensure all interview notes and decisions are collected and held centrally
- Support the HR Partner in the preparation of offer letters and contracts
- Take up references and pre-employment checks for successful candidates
- Support the HR Partner in the preparation of a comprehensive induction and onboarding process for new employees and the annual clergy induction

HR Administration and Coordination

- Provide HR administrative and coordination support across all aspects of the People Team as required by the DPS

- Support the DPS and the HR Partner in updating HR policies, processes and procedures and rolling out to staff and clergy
- Support the DPS in the implementation HR projects
- Support the DPS in staff communication and staff meetings and events
- Deal with day-to-day staff queries related to leave, pay, benefits and HR policies and procedures, referring to HR Partner for more complex queries
- Provide first line guidance and support to clergy and parishes on HR-related queries, ensuring swift and timely responses, referring to the HR Partner for more complex queries.
- Manage the central People Team email inbox
- Assist the HR Partner in maintaining the HR Information system, (PeopleHR) ensuring accurate and up-to-date information is available to staff and managers

General

- Keep up to date on employment legislation and HR best practices.
- Carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: HR Coordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Diploma or equivalent level of education CIPD level 3 qualified, or in the process of working towards your CIPD qualification, or relevant HR experience 	
Experience	<ul style="list-style-type: none"> Previous experience of operating in a professional environment such as legal services or a charity/public sector organisation. Providing HR administrative and coordination support Managing end-to-end recruitment processes 	<ul style="list-style-type: none"> Experience of managing an HR Information System (HRIS).
Skills & Knowledge	<ul style="list-style-type: none"> Strong planning and organisational skills. Strong administrative skill set Delivery-orientated, understands what is important to key stakeholders. IT/systems aptitude. Clear communicator, with good written and verbal communication skills. Good analytical and numeracy skills, with good attention to accuracy and detail. Working knowledge of UK employment legislation and the ability to apply these to a variety of situations, using a pragmatic and common-sense approach. 	<ul style="list-style-type: none"> Knowledge of the Church of England, its organisation and governance structures. Knowledge of applying HR knowledge within the Church of England legislative framework.
Personal	<ul style="list-style-type: none"> Fully supportive of the aims and mission of the Church of England A warm and open demeanour, with a collaborative working style Ability to establish credibility and respect and build strong working relationships with a wide range of colleagues. 	<ul style="list-style-type: none"> A practising Christian