



DIOCESE OF **Hexham & Newcastle**

Head of Human Resources



Candidate Pack

Job Purpose

The Head of Human Resources is responsible for developing, leading and implementing HR strategies that align with the Vision and Values of the Diocese.

This role oversees all aspects of human resources, including talent acquisition, employee relations, performance, training, compensation and benefits, compliance and employee well-being, ensuring that HR practices support both the spiritual and operational needs of the Diocese.

The post-holder is a member of the operational Senior Leadership Team (SLT) and is expected to play a full part in the ongoing development of the Diocese.

Duties and Responsibilities

Strategic HR Leadership

- Develop and implement the People Strategy, ensuring alignment with the Vision and Values of the Diocese.
- Act as a trusted advisor to leadership, providing guidance on all HR-related matters, including employment law, best practices, and policy implementation.
- Foster a culture of integrity, respect, trust, service, and compassion, ensuring HR initiatives reflect these values.

Employee Relations and HR Advisory Support

- Provide expert HR advice on all aspects of HR, including employee relations, contracts, policy compliance, absence management, restructuring, training and development, performance management, recruitment, and benefits.
- Coach and support line managers in adopting best HR practices, enhancing their leadership and people management skills.
- Manage all grievance, disciplinary, and capability matters in accordance with employment law and Diocesan Policies.
- Maintain strong communication and relationships across the Diocese, ensuring diocesan personnel feel valued, heard, and supported.

Talent Acquisition and Workforce Planning

- Oversee the Diocese's recruitment process, ensuring a fair, inclusive, and safer recruitment approach, in collaboration with the Safeguarding Department.
- Work with recruiting managers to draft job descriptions and person specifications, ensuring alignment with Diocesan needs.
- Responsibility for the onboarding and induction process, ensuring new employees and line managers receive a structured and welcoming introduction to the Diocese.

Performance and Development

- Design and implement effective performance management frameworks, including probationary reviews and 1:1 meetings.
- Ensure delivery and, where necessary, develop training programmes on key HR topics, including leadership, equity, diversity and inclusion, and employee well-being.
- Lead internal HR projects, e.g. pay reviews and performance improvements.

Employee Well-Being and Engagement

- Be responsible for and champion employee well-being initiatives, including Mental Health First Aiders and the Better Health at Work Award.
- Develop and lead strategies to enhance employee engagement, including the biennial staff survey.
- Develop and implement initiatives to improve staff morale, communication, and workplace culture.

HR Operations and Compliance

- Ensure HR systems are maintained and compliant with Data Protection regulations.
- Collaborate with the Finance Department in managing payroll processes, ensuring accurate handling of starters, leavers, absence records, and pension transactions.
- Ensure the delivery of HR KPIs, providing reports and insights to the Board, COO, and the HR Committee.
- Develop, review and communicate HR policies and procedures, ensuring compliance with employment law.

Leadership and Representation

- Attend and contribute to Senior Leadership Team meetings, ensuring HR plays a strategic role in the Diocese.
- Represent the Diocese at national HR meetings, sharing insights and best practice.
- Provide leadership and development support to the HR team and other direct reports, ensuring continuous improvement and collaboration.

Additional Responsibilities

- Work closely with the Health and Safety Adviser to resolve employee-related safety concerns and oversee occupational health referrals.
- Membership, as required, of Board Committees and Sub-committees.
- Oversee the Diocese's Real Living Wage accreditation, ensuring fair pay and ethical employment practices.
- Undertake other related duties as requested to support the mission and operational needs of the Diocese.

Personal Specification

	Requirements:	
	Essential	Desirable
Qualifications		
Degree in Human Resources Management, Business Administration, or a related field, or equivalent experience	X	
CIPD qualification, Level 7 or above, or equivalent experience, and relevant membership with a commitment to ongoing CPD	X	
Coaching qualification or relevant experience		X
Experience		
Significant experience in a senior HR leadership role	X	
Experience in strategic HR planning, including workforce development, talent acquisition, and employee relations	X	
Proven track record of leading and implementing HR policies, projects, and organisational change initiatives	X	
Experience of building effective and lasting working relationships with a range of internal and external stakeholders	X	
Experience of change management and project delivery	X	
Experience of managing others, both staff in a line management setting and consultants	X	
Experience of pensions and employee benefits	X	
Experience of working within a faith-based, charity, or non-profit organisation		X
Skills and Knowledge		
Strong knowledge of UK employment law, HR best practices, data protection and safeguarding legislation	X	
Knowledge of payroll processes	X	
Ability to interpret and apply employment law and HR policies in a compassionate and mission-focussed way	X	
Ability to develop and implement HR strategies that align with the Diocese's Vision and Values	X	
Skilled in handling sensitive issues, conflict resolution, and pastoral care in an HR context	X	
Knowledge of charity governance and working with clergy and/or volunteers		X
Understanding of, and commitment to, equality of opportunity and good working relationships	X	
Excellent communication and interpersonal skills to build trust and maintain strong relationships	X	
Ability to coach and mentor staff	X	
Able to work on one's initiative, organising and prioritising own and others' workloads, to changing and often tight deadlines	X	
A proactive and collaborative leader, willing to engage with clergy, staff and volunteers	X	

Strong problem-solving and decision-making abilities in handling complex HR matters	X	
High level of confidentiality, professionalism, and ethical judgment	X	
Highly organised and detail-oriented, able to manage multiple priorities effectively	X	
Excellent IT skills, including the understanding of HR information systems and data reporting	X	

Other Requirements		
Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character	X	
Ability to work flexibly, including occasional evenings or weekends, as required	X	
A full driving licence and access to a car	X	

Pay and Conditions

Salary

£46,000-£53,000 depending upon experience, and a workplace pension scheme where we match up to 7.5% of your salary

Contract

Permanent – subject to a satisfactory probationary period

Hours of work: Full-time

Location

Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Benefits

Holidays: 30 days holiday per year plus statutory holidays

Free on-site parking

Employee Assistance Programme as part of the pension scheme

Health and well-being support

Cycle to Work Scheme

Application Process

To apply, please send:

- A letter of application saying why you want to work with us and what you would bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities.
- A CV, including the names of two people we may approach for professional references.

Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: **27 April 2025**

If you would like to discuss the role, please contact Fiona Standfield, Chief Operating Officer on 0191 243 3300.

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of the right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to safeguarding policies and procedures.

Data Protection

We will not hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Silver Award

