

## **HR ADMINISTRATOR**

**Salary Scale from £25,000 to £26,345**

**| Integrity | Trust | Service | Compassion | Respect |**

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south and this means we are a very busy HR Department.

With a passion for all things People and Culture you may be looking for an opportunity to kick start your HR Career or you may already be working within an HR team but looking to move to an organisation where learning and growing, listening and sharing ideas are an everyday occurrence.

This HR Administrator role is an ideal opportunity for a thoughtful and perceptive individual who is outgoing, friendly and welcoming.

We are a small team so your role will be pivotal in providing a seamless service to all our stakeholders.

You can expect to:

- (I) Support the Head of HR in all current and future organisational people and culture needs through the development, engagement, motivation and safeguarding of our clergy, employees, volunteers and all other stakeholders.
- (II) Ensure the Diocese people and cultural service is cooperative, efficient, effective and aligns with the Diocesan Vision and Values.
- (III) Ensure effective communication and act as the professional conduit between the Parishes and St Cuthberts House to ensure we deliver an ethical and efficient Human Resources function for the Diocese.
- (IV) Support and engage in people team meetings for the effective delivery of our people and cultural Services.
- (V) Provide a first-class administrative service and a basic HR help line service to our Clergy and parish colleagues.
- (VI) Produce accurate and articulate business and other reports

What can you expect from us? A truly inclusive culture where our Values of Integrity, Trust, Respect, Compassion and Service form our foundations from which all other

things transcend and as such you will be supportive of and sympathetic to our ethos and the Catholic faith.

Finally, you'll ideally be a CIPD Member, hold a CIPD qualification or equivalent.

The Diocese of Hexham and Newcastle is proud to be an equal opportunities employer, welcoming applications from individuals of all backgrounds, including those who identify as neurodivergent. We are committed to creating a workplace where diversity of thought and experience is respected and valued.

Interested applicants should contact Annie Leaver Head of HR on [annie.leaver@diocesehn.org.uk](mailto:annie.leaver@diocesehn.org.uk) for an Applicant Pack and how to apply for this great opportunity.

The closing date for applications is 09:00 Wednesday 20 August 2025, applications received after this time cannot be accepted. In addition, we reserve the right to close this vacancy early and should we do this the advert will be removed from all job boards.

No agencies please.