



DIOCESE OF **Hexham & Newcastle**

HR Administrator



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

We are looking for an enthusiastic and experienced HR Administrator with a passion for excellent customer service and service delivery. Working with the Head of HR and HR Adviser, you will provide a comprehensive HR administrative service to our Diocesan colleagues.

As a first point of contact for our 135 colleagues and their line managers, across 62 locations, you will develop relationships with many people across the Diocese.

The role is part-time and we would be happy to discuss arrangements for hybrid working.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



HR ADMINISTRATOR

Job Description

To support in the continued delivery of a professional and efficient Human Resources function for the Diocese, in line with the Diocesan Vision, Mission and Values.

Duties and Responsibilities

- Be a point of contact for HR-related queries
- Support the recruitment, on boarding, induction and probation processes
- Prepare and amend, where necessary, HR documents, e.g. employment contracts
- Ensure HR databases are up to date and accurate
- Support the preparation of the monthly payroll
- Support absence management
- Support the development and implementation of HR initiatives and systems
- Support employee well-being initiatives (including Mental Health First Aiders) and the achievement of the Better Health at Work Award
- Produce high quality documents, briefing papers, reports and presentations
- Maintain comprehensive filing systems to a high standard, including archiving and securing disposal of documents
- Co-ordinate arrangements for meetings, including booking suitable venues and attending when required
- Record minutes of meetings as requested
- Be pro-active in improving processes
- Adapt to changing needs, re-prioritising as necessary and working closely with the Head of HR and HR Manager to ensure an effective and high value service is provided at all times
- Work with the Department for Safeguarding to ensure DBS checks for new employees are processed quickly and accurately
- Undertake personal training and development as agreed with Head of HR
- Undertake other reasonable duties as requested



Personal Specification

Education

Essential

- A good level of general education, including GCSEs A*-C/L5+ in Mathematics and English

Desirable

- CIPD qualification, Level 3 or above or equivalent experience

Experience

Essential

- Working as a HR Administrator
- Building effective and lasting working relationships with a range of internal and external stakeholders
- Managing confidential and/or sensitive information with tact and discretion and a working knowledge of data protection legislation
- Working in a customer orientated environment and a commitment to deliver excellent customer service

Desirable

- Working in a HR role in a faith based organisation or charity
- Payroll and pensions administration experience

Skills and Knowledge

- The ability to develop a thorough knowledge and understanding of the Diocesan (HR) policies and procedures
- Excellent organisational, interpersonal and communication skills, including the ability to handle a variety of complex and/or sensitive queries and issues
- Excellent IT skills with proficiency in the use of Microsoft Office Suite
- Strong attention to detail with a commitment to data accuracy and integrity
- Ability to work using own initiative and organise workload in response to changing demands and priorities
- To be flexible and to exhibit initiative in resolving problems

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.



PAY AND CONDITIONS

Salary

£10,077 (FTE £25,194) pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Permanent – subject to satisfactory probationary period

Hours of work: Part-time, 15 hours per week, ideally to be worked over three days

Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY - hybrid working is available

Benefits

- Holidays: 28 days holiday per year plus statutory holidays - pro rata to 108 hours
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd 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

If you would like to discuss the role, please contact Katherine Nugent, Head of HR by email human.resources@diocesehn.org.uk or telephone 0191 2433301. For further information about the Diocese of Hexham and Newcastle visit www.diocesehn.org.uk

Deadline for applications: 16 January 2024



OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of 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 diocesan safeguarding policies and procedures.

Data Protection

We won't hold 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
Bronze Award

