

CARLISLE CATHEDRAL



January 2022

HR Officer – Job Description

The Role

The Chapter (governing body) of Carlisle Cathedral is looking to recruit an HR Officer.

The HR Officer reports directly to the Chief Operating Officer (COO).

The HR Function is key to the successful operation of the Cathedral, being responsible for all employee related matters, including sourcing, safely recruiting and vetting staff and volunteers, managing and administering all employment related matters, providing advice and guidance for staff and ensuring compliance with necessary policy and legislation.

The HR Officer is a new role and is an exciting opportunity for an individual who enjoys working with a wide variety of people, within a diverse environment. The successful candidate will work across all areas of the Cathedral and meet a wide variety of people, and therefore it is essential that they are able to provide a warm welcome to staff and other contacts, whilst operating at the highest professional standards.

The HR Officer will be responsible for the timely, accurate and efficient administration of the safer recruitment process, logistics, policy and procedure, handbooks, training, and record-keeping. The successful candidate will also provide additional confidential administrative support to the Chief Operating Officer

Key Responsibilities

- In liaison with the Chief Operating Officer, be responsible for delivering the full safer recruitment process for all staff and volunteers
- Be responsible for creating and placing advertisements and compiling submitted applications
- Coordinate the short-listing and interview process including interview timetables and logistics
- Conduct the ID, Right to Work and Safeguarding/DBS checks; obtaining references; keeping records (electronic and hardcopy as relevant)
- Ensure the appropriate safeguarding training is completed
- Coordinate the production of job offers and contracts/volunteering agreements.
- Be responsible for the timely and accurate database recording for the full range of employee and volunteer information
- Manage the immediate and quarterly induction for all new staff and volunteers
- Support the COO with disciplinary processes and formal grievances
- Employee relations, including managing absence, sickness and annual leave
- Measuring employee satisfaction and identifying areas that require improvement
- Coordinate the immediate induction process, including policies and procedures, structure, and mandatory training.
- In liaison with the COO, manage the annual appraisal process
- In conjunction with Heads of Department, gather relevant information concerning ongoing staff training and development – ensure training records and needs are recorded and up to date
- In conjunction with the COO, ensure that policies, procedures and staff handbooks are up to date and in line with the Church of England Regulations and current employment law

- In liaison with the accounts department, support the payroll function with timely and accurate information
- Be responsible for delivering the leavers process
- Be aware of the sensitivities and issues of working with volunteers in a diverse workforce
- At all times, implement the Chapter's safeguarding and health and safety policies and all such other policies
- Produce timely reports for the COO and Chapter as required

Person Specification

Commitment to work with the Christian values and ethos that inform the life and work of the Cathedral. Understanding of, and respect and sympathy for, the complexities and sensitivities of a unique institution.

The ideal candidate is likely to demonstrate all or most of the following:

- Between two - five years' experience in an HR role, and/or hold a CIPD accredited (or equivalent) qualification
- Excellent administration and organisational skills
- Outstanding attention to detail and proficient in accurate record keeping
- Good inter-personal skills, a welcoming approach and the confidence to deal with people from all walks of life
- Clear spoken English and a good telephone manner
- An excellent standard of written English
- Skilled in MS applications, especially Word, Excel, Outlook and email
- A working knowledge of employment law would be an advantage but not essential
- Familiarity with the Church of England structure would be an advantage but not essential
- Good problem-solving skills

You will:

- Have total discretion – good judgement and the ability to keep sensitive information strictly confidential.
- Be able at and enjoy arranging logistics and liaising with and coordinating a range of people, internally and externally
- Be able to work quickly and with accuracy
- Thrive in a busy environment
- Have a positive attitude, be flexible and able to adapt to changing circumstances and work with limited resource
- Be robust with a calm and friendly disposition; be pro-active and a good team worker
- Have the ability to deal with conflicting priorities and to manage time appropriately
- Be approachable and engaging with a good sense of humour
- Have unswerving honesty, credibility and integrity
- Be resilient and flexible in your approach to work

Terms of appointment

Contract	Permanent Part-time
Salary	£13,800/£14,400 dependent on the candidate's level of experience, knowledge and skills. (£23,000/£24,000 FTE)
Location	Cathedral Office, 7 The Abbey, Carlisle. CA3 8TZ. On site working is recognised to be essential, in ordinary times, to achieve the effective operation of the Cathedral's financial activities.
Annual Holiday	pro rata entitlement of full-time employees' 26 days plus 8 English public holidays, the dates to be agreed with the COO, and to take account of the needs of the Cathedral.
Hours	3 days (21 hrs. per week). This post brings with it the need for some flexibility. Very occasional weekend and evening work may be required.
Pension	After 3 months you will be automatically enrolled into the Church Workers' Pension Scheme. Under this Scheme, there is an employer's contribution (currently 7%). Employees contribute 3% and may make Additional Voluntary Contributions to increase their pension if they wish.
Offer of employment	<p>Carlisle Cathedral is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks and training as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks and successful training.</p> <p>Dependent upon the receipt of three satisfactory references, (present employer/professional person with knowledge of performance/ unconnected with employment), and a successful safer recruitment process.</p>
Review	The post is subject to a six-month probationary period
Other	<p>General terms and conditions of employment as set out in the Employee Handbook, issued to all staff on appointment apply.</p> <p>The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of your duties. Carlisle Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.</p>

How to Apply

Application is by the supplied forms only with electronic submission. CVs are not accepted and should not be included.

Applications should include:

- completed application form
 - the supporting information should be no longer than 2 sides of A4
- Recruitment Monitoring Form

One referee should be the applicant's current or most recent employer. (Where an applicant is not currently working with children young people/vulnerable adults but has done so in the past, one reference must be from this employer).

Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process; however, we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)

All applications should be clearly marked: **Confidential – HR Officer**

And emailed to hr@carlislecathedral.org.uk for the attention of the Chief Operating Officer

Closing date for applications – Friday 28th January at 12noon. Interviews will take place the following week.

Chapter's strategic vision

The Chapter's vision is to bring the love of God to city, county and nation through worship, witness, hospitality and welcome. Faithful worship, active discipleship, outward-looking mission, life-long learning, service to the community, and joyful celebration are important, and in each of these aspects of the Cathedral's life Chapter continues to draw inspiration from its Augustinian heritage.

Building on the Cathedral's long spiritual heritage and strength, Chapter aims to promote loving community where justice is seen to matter, common humanity is owned, people can find support, nurture and blessing and in which lives can be transformed and renewed. Worship is the beating heart of the Cathedral from which both activity and service to our community flow. Careful pastoral engagement by the clergy and pastoral teams reflects Christ's great love for all people, and Chapter places a very high value on the safeguarding of children and those who are vulnerable.

Chapter is driving towards sustainability. Its commercial activities, catering/retail sales/events, are overseen by the directors of the Cathedral's trading arm (Carlisle Cathedral Enterprises Ltd - CCEL) Chapter's programme of activity shapes the ways in which the Cathedral engages with visitors, schools and communities to promote public engagement with our history, faith and collections. Chapter aims to make a significant contribution to the City's cultural and heritage economies.

A team of volunteers supports very many aspects of the Cathedral's day-to-day operation.

900th Anniversary

2022 marks the 900th anniversary of the Cathedral. It was founded by King Henry I as an Augustinian Priory in 1122 and became the Cathedral Church of the newly created Diocese of Carlisle eleven years later.

Through these 900 years the Cathedral has served the city and county – as a house of worship, a beacon of hope and as a place of rest within the restless history of life on the Border. The Cathedral has welcomed and given shelter to visitors, travellers and pilgrims – from the grandest monarch to the humblest wayfarer. A daily pattern of prayer has undergirded everything.

As we emerge from the Coronavirus pandemic, we have prepared a programme of events, activities and engagement which is aimed to allow many people, in a multitude of ways, to be part of this continuing pattern of journey and rest.

We hope many people will want to come and be part of this special year. Together we can make 2022 a memorable and enriching year for the people of our city and county.

West Walls

In 2019, the Carlisle Cathedral Development Trust (CCDT) bought the former Carlisle Diocesan Office (Church House), the Resource Centre buildings (the latter now let to St George's URC) and the associated car park – which plot is adjacent with the Cathedral precinct. Essential repair work, funded by the CCDT, was put in hand in 2019/2020 and a staged project is under way to move the Cathedral office from its current location, 7 The Abbey, to Church House.

Music

The Chapter gives strong financial support to the Cathedral's music department to maintain the Cathedral's English choral tradition. Sunday worship is supported by the Cathedral's Boys' and Girls' Choir who sing with the 6 Lay Clerks. The Cathedral Consort of teenage singers sing once a week and on occasional Sundays. Choristers are recruited during Year 3 from local primary schools. Choral Evensong is sung each weeknight except Saturdays.

Music is overseen by the Dean. Operationally, it is under the direction of the Director of Music supported by the Assistant Organist and Organ Scholar. There is a valued school outreach programme. Development of endowment funding for music has been identified as an important medium-term aim.

CARLISLE CATHEDRAL

Applicant and Candidate Privacy Policy

Chapter of Carlisle Cathedral and Carlisle Cathedral Enterprises Ltd (together 'the Cathedral' or 'we') are committed to respecting the privacy of the job applicants and we have a duty to protect the personal data of job applicants. Personal data is information that can identify a person, such as name, address, telephone number and email address.

Types of information we collect

This policy covers the information you share with us and/or which may be acquired during the application or recruitment process including:

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

How we use information we collect

Your information will be used by the Cathedral for the purposes of carrying out its application and recruitment process which includes:

- Assessing your skills, qualifications and interests against our job opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a position;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential job opportunities;
- Making improvements to the Cathedral's application and/or recruitment process including improving diversity in recruitment practices;
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We will also use your information to protect the rights and property of the Cathedral, our affiliated organisations, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with the Cathedral, the information collected during the application and recruitment process will become part of your employment record.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, recruiting managers and interviewers involved in the recruitment process. The organisation will not share your data with third parties (although it may do so with our affiliated organisations)

unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. It is your responsibility to obtain consent from referees before providing their personal information to the Cathedral.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data ?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Cathedral Office.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.