**Blackburn Diocesan Board of Finance Ltd**

**Parish HR Adviser**

# Purpose of the role

You will provide comprehensive HR advice to the leadership teams in parishes in relation to all employment matters. You will coach and support parish representatives so that good employment and line management practices and procedures are followed.

You will be part of the current HR team whose aim is to advise, guide and walk alongside clergy, archdeacons, bishops, senior leaders and all employees of the board of Education and Finance when handling and applying positive and safe HR practices. These practices include recruitment and selection, wellbeing, learning and development and HR policies.

Many parishes may not have employed or line managed staff before and as such will look to you for advice and guidance.

# The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

# Job Description and Person Specification

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| **Job Title:**  **Salary:**  **Hours:**  **Location:**    **Responsible to:** | Parish HR Adviser  £7,585.76 per annum  7 hours per week  Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE  HR Manager |

# Key responsibilities

***Parish Advice and Support***

* Provide support and advice for parishes in the recruitment and selection of employees, advising on safer recruitment, interview techniques and procedures, preparation of advertisements on internal and external recruitment sites, job descriptions, person specifications, interview questions / exercises and contracts.
* Develop relationships with parishes and employees to provide advice on HR matters and organisational issues.
* Provide advice in key areas of employee management, key policies, training and development, pay and reward policies, appraisal procedures, performance management, redundancy and occupational health & safety.
* Provide specific advice and support on disciplinary and grievance issues.
* Provide specific advice on absence management, overseeing the referrals to occupational health as necessary.
* Provide on-going advice on best practice approaches, developments in employment law, employee relations and current thinking on HR strategies.
* Co-ordinate and advise parishes and employees on the induction and support for new employees.

## *General*

* Collaboratively work alongside the Safeguarding Team in areas where there is or may be an HR aspect to safeguarding cases.
* Work with the HR team to ensure consistency and equity.
* To keep up to date with developments in employment law.
* To undertake training as required, to undertake other duties and tasks as the management may from time to time require.
* To undertake other duties as required.

# Key relationships

## a. Parishes and Clergy

1. Incumbents
2. Other members of the Parish team as appropriate
3. Area Deans and Archdeacons

## b. Diocese

1. HR Team at Clayton House

# Person Specification

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|  | **Essential/ Desirable** | **Measurement**  **Application /**  **Interview** |
| **Qualifications**  Educated to A Level Standard  HR qualifications equivalent to NVQ Level 5 or above (or equivalent experience)  A CIPD professional qualification and relevant membership | E  E  D |  |
| **Experience**  Working with Microsoft Office 365  Working in an HR Generalist role with experience in absence management, conducting investigations and employee relations  Previous experience of providing an HR service to senior management  Experience of improving Line Management capacity in relation to HR matters  Working collaboratively in a team  Experience and knowledge of good practice in recruitment and selection.  Experience and interest in managing employee wellbeing  Experience of diversity initiatives | E  E  E  E  E  E  E  D |  |
| **Knowledge and Skills**  Change Management within an HR capacity  Strong verbal and written communication skills  Ability to remain calm and professional when communicating challenging situations  Good working knowledge of employment law  Good IT skills with an ability to use Microsoft Office / HR Systems  Awareness of safeguarding and it’s place in an organisation  A good understanding of how organisational values are integrated into routine working practices  Understanding of confidentiality and legal issues connected to GDPR, Health and Safety  An excellent understanding of safeguarding practices and safer recruitment requirements  Knowledge and/or experience of working in the charity sector or church sector | E  E  E    E  E  E  E  E    E    D |  |
| **Personal Qualities**  Self-motivated and able to work comfortably with competing priorities  Team orientated with an ability to work collaboratively with a wide range of people  Excellent planning and organisation skills with an ability to meet deadlines  High degree of empathy / diplomacy and ability to listen  Honest and trustworthy with a strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards are met  Ability to establish and maintain effective relationships at all levels  Flexible and adaptable  Positive with a ‘can-do’ attitude | E  E    E  E  E    E  E  E |  |
| **Work Related Circumstances**  Sympathy with the Christian faith and the ethos of the Church of England  Full driving licence and own transport | E  D |  |

## Outline of Terms and Conditions

**Employer**: Blackburn Diocesan Board of Finance

**Contract type:** Fixed term for 12 months

**Salary:**  £7,585.76 per annum

**Hours**: This is a part role based on 7 hours of working per week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu of attending meetings outside normal office hours which may include evenings and weekends.

**Location**: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave**: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

**Probationary period**: The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period two weeks’ notice is required on either party. Thereafter you will be required to give three months’ notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Employee Assistance Programme:** is available

**Right to work**: The post-holder must have the right to reside and work in the UK.

## Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**

**Dated: 12/03/2025**