



LINCOLN
CATHEDRAL

**HR ADMINISTRATOR
APPLICATION PACK**



Inspiring People in Different Ways

The Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission. A minimum of three services take place each day of the year, at least one of which is usually sung by the Cathedral's renowned choir. It is the principal church of Lincolnshire and holds many of the county-wide services of celebration, commemoration and memorial. Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all of any faith or no faith are encouraged to feel at home.

There is a real richness and variety in the way the Cathedral building is used. Significant musical and dramatic events take place, whether it is a visit from the Halle Orchestra; a performance of the 70's hit Jesus Christ Superstar or the thought provoking musical Jekyll & Hyde; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform. There is an active lecture series each year with speakers offering their insights into current and historical affairs. In recent years we have also sought to use the Cathedral nave for fundraising for the fabric of the building with the Magna Carta 800 dinner in 2015 and the Charter of the Forest dinner in 2017.



We welcome thousands of visitors from across the world to the Cathedral each year and provide floor, tower and roof tours throughout the year. Many hundreds of children visit during our annual schools' festivals; Church Schools Festival, Infant Schools Festival, Secondary Schools Festival and we offer schools' tours and trails throughout the academic year.

Lincoln Cathedral is an exceptional building that was meant to inspire and it does so. We rely on an exceptional body of employees and volunteers to ensure that the full range of its activities is known to the external world. The HR Administrator will work with the Volunteer Officer (appointment pending) and with Lay Managers and Residentiary Canons across the Cathedral departments and entities, to ensure best HR practice and support for all our employees, and to facilitate training and development.

HR at Lincoln Cathedral

Lincoln Cathedral is an icon for the city of Lincoln and the county of Lincolnshire. It is one of the larger cathedrals in England and widely acknowledged as being one of the finest.

By 2020, the Lincoln Cathedral Connected project will transform our visitor offering, creating a new Visitor and Interpretation Centre, and will have a significant, positive impact on the cathedral's setting and visitor experience.

This is an exciting time to join a dedicated admin team which operates in a dynamic environment and is working toward future-proofing its processes and procedures to meet the challenges ahead.

ROLE DESCRIPTION

Job Title: HR Administrator

Responsible to: Chapter Clerk, with day-to-day liaison with the Assistant Chapter Clerk

Key purpose: Working with the Chapter Clerk and Lay Managers to ensure that the recruitment, training and management of staff is delivered in accordance with the law and to best practice across the Cathedral; anticipating needs and helping to deliver a successful day to day operation with provision of well trained and skilled staff

Key responsibilities:

- Reporting to the Chapter Clerk and working closely with the Assistant Chapter Clerk to monitor, review and update all employment policies in line with current legislation and best practice
- Keep up to date with developments in employment law and volunteering best practice, working closely with the Volunteer Officer.
- Liaise with external HR consultants as appropriate to ensure all employer responsibilities are understood and met
- Ensure employee related matters are handled fairly and consistently and assist with any capability, disciplinary or grievance processes as directed by the Chapter Clerk
- Provide an interface to Lay Managers and employees to ensure they receive accurate information about rights and entitlements
- Oversee and advise on the safer recruitment and selection of staff
- Facilitate the induction process and promote a safe working environment ensuring familiarity with all the Cathedral's policies and procedures

- Prepare contracts of employment and ensure all required documentation is completed and securely stored
- Ensure that effective systems for monitoring holiday, sickness and other absence are in place throughout the organisation
- Working with the Health and Safety Adviser, to ensure that appropriate health surveillance and Health and Safety training records are maintained as necessary
- Ensure that changes in employment and pay are effectively communicated as necessary both internally and externally working closely with the Finance Department to ensure clear communication in line with payroll processing
- Oversee the mechanics of the annual Performance Development Review process to ensure a consistent and consolidated approach across all Cathedral departments and entities
- Analyse training requirements noted in the PDR process to assist Lay Managers to identify training needs and opportunities and to implement appropriate programmes of professional development
- Promote equality and diversity in all aspects of the role by developing and maintaining positive working relationships
- Undertake any other delegated administrative tasks as instructed by the Chapter Clerk or Assistant Chapter Clerk
- Undertake any other duties that reasonably fall within the scope of this job description as required from time to time

PERSON SPECIFICATION AND RELEVANT EXPERIENCE:

The Person Specification focuses on the skills, experience, knowledge and qualifications required to undertake this role effectively

REQUIREMENTS	Essential	Desired
The post holder must be able to demonstrate:		
Minimum 5 GCSEs Grade A* - C (or equivalent) including Maths and English	✓	
HR credentials to a minimum of CIPD Level 3		✓
Experience of working in an HR role (+ 2 years)	✓	
Good up to date working knowledge of UK employment legislation	✓	
A good understanding and working knowledge of Safeguarding, ideally in a church environment	✓	
Excellent IT skills – evidence of competency in Word, Excel, internet and email, with a willingness to learn new systems	✓	

Proven strong organisational and administrative skills	✓	
Self- motivated and proactive, used to organising own work	✓	
Ability to work under pressure with people at all levels	✓	
An interest in promoting professional development and training		✓
Able to work effectively within a team, across team and also independently	✓	
Excellent interpersonal skills in particular warmth, tact, discretion, diplomacy, empathy and imagination	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Able to communicates effectively, both in writing and verbally, at all levels within the organisation and externally	✓	
Able to work in sympathy with the aims and ethos of the Church of England	✓	

MAIN PARTICULARS OF THE POST

Salary: c. £18,500 per annum depending on experience

Contract: Two year fixed term, with possibility of becoming permanent

Pension: All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board

Working hours: 35 hours per week over 5 days (Monday- Friday).

Holidays: 33 days per annum including 8 Bank and Public holidays. 3 days must be held for the period between Christmas and New Year.

APPLICATION PROCESS

Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish.

INTERVIEW AND SELECTION PROCESS

Closing date for applications: Friday 2nd March 2018

Interview date: Friday 9th March 2018

Applications by post or email to

Mr W Harrison, Chapter Clerk
Chapter Office, 4 Priorygate, Lincoln, LN2 1PL **email:**
chapteroffice@lincolncathedral.com