



Application Pack

HR Manager
November 2022



About Lincoln Cathedral

The Corporate Body of 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 led by the Cathedral Chapter. 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 'mother' 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 drama events take place during the year along with a range of lectures and talks covering a wide range of topics.

Set in the historic Old Deanery, and overlooking the beautifully landscaped Dean's Green, Lincoln Cathedral Café has delicious food and drink, bright modern interior, and a wonderfully welcoming atmosphere. Lincoln Cathedral shop has long been popular with visitors but is now set in a contemporary new space in the visitor centre, with a stunning boutique look and entrance direct from the Dean's Green. Alongside the café and shop, a suite of community meeting rooms is available for use and hire and there is a learning suite, discovery centre and exhibition gallery.

We welcome thousands of visitors from across the world to the Cathedral annually 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. We also offer schools' tours and trails throughout the academic year. Lincoln Cathedral is an exceptional building that was designed to inspire, and it continues to do so. We rely on an exceptional body of employees and volunteers to ensure that the full range of our activities is known beyond the Cathedral walls.

Our Mission

The diocesan mission statement is to be faithful and confident. As we support the bishop in mission, we will build on this as we seek; Joyfully to proclaim the love of God in worship, outreach, service and welcome to all, and to faithfully exercise our role as custodians of a sacred heritage building.

Our Purpose

- To advance the Christian religion in accordance with the faith and practice of the Church of England, by furthering the mission of the Church of England
- To care for and conserve the fabric and structure of the cathedral building
- To advance any other charitable purposes which are ancillary to the furtherance of this purpose

Our Values

Our values reflect the qualities we believe are essential to our life and work, and will help guide us to achieve our objectives, and demonstrate Christian faith and witness as we progress a culture of mutual flourishing, respect and a shared endeavour, that is inspired and challenged by the Gospel.

- Inclusive
- Trustworthy
- Kind
- Collaborative
- Flexible
- Accountable
- Pro-active to change

Organisation, Management and Governance

Lincoln Cathedral is governed by Chapter with support and oversight from the Cathedral Council and college of Canons. The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, three Residentiary Canons, a non-residentiary clergy member from the college of canons, and currently four Lay members with a breadth of business experience. The Senior Leadership Team, chaired and led by the Chief Operating Officer, comprises the Dean, the Residentiary Canons, and the senior leaders of each department. The Team meets regularly to review performance against business plans and strategic objectives and to discuss operational activities.

Lincoln Cathedral Estate

The Cathedral estate includes many buildings and recently developed further, with the addition of the Old Deanery Visitor Centre via the Lincoln Cathedral Connected project. Lincoln Cathedral Connected is a high profile, multi-million-pound transformational project which will bring economic and social benefits to the Cathedral, as well as the city of Lincoln. The Connected project is a scheme to radically improve the Cathedral's setting and visitor experience – offering more engaging and dynamic spaces for a wider number of visitors to enjoy. The project has been designated £12.4million by the Heritage Lottery Fund to undertake ambitious restorations and renovations to the Cathedral. New facilities that will be introduced as part of the project include a new visitor centre, a larger café and shop, new toilets and a changing places facility, and an interpretation centre to display some of the Cathedral's treasures.

Events

There is a real richness and variety in the way the Cathedral building is used. Throughout the year the Cathedral has a lively programme of concerts and organ recitals. 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 and for the operation of the Cathedral.

Job Description

Job Title:	HR Manager
Department:	Chapter Office
Reporting to:	Chief Operating Officer

Job Purpose:

The Human Resources Manager will provide a comprehensive HR service which will ensure that managers and employees of the Corporate Body of Lincoln Cathedral, and its subsidiaries, are equipped with best practice skills and knowledge to foster a high performance, nurturing and rewarding culture.

Main Duties and Responsibilities:

- 1) Manage complex employee relations casework include dispute resolutions, disciplinarys, grievances, absence, retirement, and redundancy
- 2) Oversee the management of HR records (including training records) and the management of the HR systems
- 3) Apply HR and business knowledge evidencing appropriate decision-making skills
- 4) Advise managers on the terms and conditions of employment and share knowledge about best practice with them
- 5) Develop HR policy and procedures to drive performance and mitigate disputes
- 6) Implement a learning and development policy and manage the training schedule
- 7) Provide first line advice on current and existing benefits for employees and managers, and ensure consistency and benefits and terms across the institution
- 8) Support payroll, prepare pay memoranda and keep the finance department apprised of any changes
- 9) Provide advice on recruitment and selection strategies
- 10) Support the recruitment process, by assisting with the preparation of job descriptions, preparing application forms, managing the anonymous shortlisting process, preparing interview questions and managing the interview process, including the implementation of safer recruitment requirements.
- 11) Be responsible for all training records for staff including ensuring that all relevant Health and Safety courses are attended and up to date as per regulations.
- 12) To support, and where appropriate implement, good safeguarding policy and practice throughout the organisation
- 13) Carry out inductions for new members of staff
- 14) Manage talent and succession planning
- 15) Drive alignment between HR strategy and the institution's strategic goals
- 16) Continuously monitor and review the staff handbook and HR policies and procedures and implement changes where necessary
- 17) Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation
- 18) Support change management processes

Key Relationships:

- Dean
- Chief Operating Officer
- Chief Financial Officer
- Department Directors and Line Managers
- Line Managers and their teams
- Cathedral Safeguarding Officer

Direct Reports:

- Volunteer Co-Ordinator

Health & Safety:

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety, or welfare.

Safeguarding:

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Person Specification

REQUIREMENTS OF THE POST	Essential	Desired
1) Substantial experience (at least five years) as an HR generalist	✓	
2) Level 5 CIPD qualification (Level 7 desired)	✓	
3) Successful track record in contributing to HR case work, including disciplinary and grievance procedures	✓	
4) An up-to-date and comprehensive knowledge of employment law and its application across the full range of HR issues	✓	
5) Experience of delivering a customer-focused HR service to managers, staff, applicants and candidates	✓	
6) Experience of planning and implementing operational change	✓	
7) Experience of promoting good safeguarding practice within HR practice	✓	
8) Exceptional people skills with an ability to build and maintain relationships with supporters, stakeholders and influencers. Highly diplomatic with experience of dealing with a wide range of people	✓	
9) Good all-round operational experience of working in a complex environment	✓	
10) Excellent verbal and written communication skills with the ability to communicate at all levels within the organisation and externally	✓	
11) Excellent IT skills – evidence of competency in Microsoft Office, internet and e-mail, with a willingness to learn new systems	✓	
12) A committed collaborative team player who is able to work with a wide range of people both internal and external to the Cathedral	✓	
13) The ability to work in sympathy with the vision, mission and purpose of Lincoln Cathedral	✓	
14) Postgraduate qualification in human resource management		✓
15) Experience of delivering Internal training to small staff groups, including to management		✓
16) Able to uphold the highest standards of confidentiality and discretion	✓	

Main Particulars of the Post

Salary:	£21,855 - £26,057 depending upon experience (FTE: £27,319 - £32,572)
Contract:	Permanent
Location:	The Chapter Office, 28 Eastgate, LN2 4AA
Accountable to:	Chief Operating Officer
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:	28 hours per week
Holidays:	33 days per annum (including bank holidays) pro rata based on hours worked per week
Car Parking:	There is no parking at the Cathedral
Other:	The post will be subject to two satisfactory references and will require an enhanced DBS check.

Equality Statement

The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief.

It is the intention of the Cathedral Chapter to ensure that the principles outlined in the Equal Opportunities Policy are embedded into our planning, decisions and actions which extends to the treatment of job applicants, employees (including former employees) clients, visitors, and pilgrims.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employees' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

Safeguarding Statement

Every person has a value and dignity which comes directly from creation of all people in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm.

We follow the policies adopted by the Church of England and Diocese of Lincoln. We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is "informed vigilance" as to the dangers of abuse

Interview and selection 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.

Closing date for applications: **midday on Friday 28th November**

Interview date: **w/c 5th December 2022**

Applications by email to: recruitment@lincolncathedral.com

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

The Cathedral reserves the right to interview and appoint at any point during the recruitment process.