



## **The Bishop of Chichester**

### **CLERGY HR & APPOINTMENTS ADMINISTRATOR**

#### **JOB DESCRIPTION**

JOB TITLE:	Clergy HR & Appointments Administrator
GRADE:	Band 6
LOCATION:	The Palace, Canon Lane, Chichester PO19 1PY / Church House, 211 New Church Road, Hove BN3 4ED
REPORTING TO:	Appointments Secretary & Clergy HR Officer
RESPONSIBLE FOR:	N/A
KEY RELATIONSHIPS:	The Bishop of Chichester and his staff, Suffragan bishops and PAs, Archdeacons and PAs, Diocesan staff (e.g. HR Manager, Accounts team, Database Administrator), Diocesan Registry, Members of the clergy, Parish officers
JOB SUMMARY:	To coordinate the clergy appointment process. To process DBS checks for new and continuing clergy. To provide administrative support for clergy HR processes.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Clergy appointments**

- Liaise with suffragan bishops and archdeacons regarding adverts for clergy appointments, and amend as appropriate.
- Receive and compile applications from Pathways, including forwarding application packs to candidates as necessary, and manage records according to retention periods.
- Maintain and update the Pathways application portal.
- Liaise with the suffragan bishops' PAs to determine candidates for shortlisting and to ensure that appropriate interview arrangements have been made.
- Send applications to lead recruiting bishop and diocesan bishop for review and forward to archdeacons and parish representatives.
- Arrange and monitor clergy Right to Work checks in accordance with safer recruitment best practice.

- Request and compile clergy current status letters ('CCSLs') and references for external candidates.
- Prepare and publish appointment and licensing notices.
- Liaise with the Senior Liturgical Chaplain over licensing dates.
- Raise payment requests for clergy removals & clergy resettlement grants.
- Log safeguarding training status in diocesan database for clergy new to the diocese.
- Collate all documents relating to appointed candidates for filing in clergy personal files post-licensing.

### **DBS checks**

- Manage Disclosure and Barring Service (DBS) checks for licensed clergy, including operational use of 31:8 portal, checking documents provided are in line with DBS requirements, and liaising with diocesan safeguarding team as appropriate.
- Ensure clergy DBS checks are renewed every three years in line with House of Bishops guidance, and that DBS records are kept updated on the diocesan CMS system.
- Deal with telephone enquiries and requests for information.

### **Clergy HR administration**

- Prepare clergy statements of particulars / statements of change and covering letters.
- Monitor despatch and return of statements and property licences.
- Update the communication distribution list of clergy appointments and departures.
- Request / forward clergy personal files for licensed clergy in communication with other dioceses for those arriving / departing the diocese.
- Update clergy personal files in a timely manner, in line with Clergy Personal File Policy, and contribute to refining filing procedures as appropriate to maintain consistency.
- Check existing clergy personal files for role descriptions and liaise with the Clergy HR Officer where action required.
- Maintain and track the vacancy progress spreadsheet to monitor and track clergy appointments.
- Prepare and publish departure notices for clergy leaving the diocese or retiring.
- Notify clergy appointments and departures to the Diocesan Communications & Engagement Officer and the *Church Times*.

## General

- Other tasks related to clergy HR and appointments as reasonably directed by the Appointments Secretary & Clergy HR Officer.
- Work and co-ordinate closely with the Palace and Church House office teams, ensuring a professional and efficient approach to work.

## PERSON SPECIFICATION

### Essential

#### *QUALIFICATIONS & EXPERIENCE*

- Good general standard of education
- Experience of complex administrative processes
- HR-relevant office experience, with some knowledge of Safer Recruitment

#### *SKILLS & ABILITIES*

- Excellent communication skills both oral and in writing
- Strong interpersonal skills and effective at building good working relationships with a wide range of people
- Good organisational skills, with the ability to prioritise and manage a varied workload
- Confident and competent in the use of IT, with good working knowledge of MS Office applications such as SharePoint, Teams, Word and Excel
- Ability to work confidently on own initiative, and capable at collaboration and teamwork
- Understanding, or ability rapidly to acquire knowledge, of the Church of England and its systems, structures and terminology

#### *PERSONAL QUALITIES*

- A high level of integrity and discretion and ability to handle confidential information with diplomacy and sensitivity
- Ability to be flexible and to adapt to changing priorities
- Ability to work calmly under pressure
- Reflective and committed to ongoing personal development

#### *WORK-RELATED CIRCUMSTANCES*

- In sympathy with the aims and mission of the Church of England and the work and ministry of the Bishop of Chichester
- Willingness to work occasionally out of office hours, subject to time off in lieu
- The postholder will be expected to share the Diocese of Chichester's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

### Desirable

- CIPD qualified to level 3
- Experience of applying Safer Recruitment principles in practice
- Some experience and understanding of the Church of England

## **TERMS OF EMPLOYMENT**

### **Employer**

The employer is the Bishop of Chichester, with a secondment to the Chichester Diocesan Fund & Board of Finance (Incorporated) for 2 days a week, the time to be divided flexibly.

### **Salary**

The starting salary for this post will be £24,837 per annum.

### **Hours of work**

Working hours are 35 per week.

### **Place of work**

The post is based either at Church House, 211 New Church Road, Hove BN3 4ED, or at the Bishop's Palace, Canon Lane, Chichester PO19 1PY, with a requirement to work at least one day each week at the other (precise working pattern to be agreed, with the option to work remotely for part of the week).

### **Annual leave**

The annual leave entitlement is 25 paid days per year, exclusive of public holidays and of any additional discretionary office closure days. The leave year runs from 1 January to 31 December.

### **Notice**

Employment may be terminated by one month's written notice on either side, or with pay in lieu of notice by the employer. In the case of summary dismissal on grounds of gross misconduct, employment will be terminated without notice.

### **Probationary period**

There will be a probationary period of six months, during which employment may be terminated by one week's notice on either side.

### **Pension**

Non-clergy staff will be enrolled in the non-contributory Church Administrators Pension Builder 2014 (CAPB 2014) scheme in line with legislation unless they choose to opt out. Additional voluntary contributions up to 3% of salary will be matched by the employer. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining CAPB 2014.

Bishops' staff who join CAPB 2014 are eligible for an income protection insurance arrangement, subject to any terms and conditions laid down by the insurers. Underwriting may be required in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join).