

We are

hiring



WINCHESTER
CATHEDRAL

HR Administrator

Be part of the story

Welcome to Winchester Cathedral! This is truly a great and glorious place, inspiring awe and wonder. Winchester Cathedral contains a unique heritage of the life of the English nation and its stones tell stories of Kings and Queens, statesmen and politicians. But here too you can also find the loving labour and imprint of monks and pilgrims, writers and artists and working men and women. Be part of the story which spans over 1,000 years.

About the role

An exciting opportunity has become available for a part time HR Administrator to join us at the Cathedral, working 22.5 hours per week on a salary of £16,400 per annum (£27,333.33 pro rata).

Working within the People team and reporting into the HR Manager, we are looking for a confident, enthusiastic and personable HR Administrator with excellent administrative skills who will play an integral role in supporting the smooth-running of HR activity within a busy, professional HR team.



About Winchester Cathedral

Winchester Cathedral is called to renew, inspire and unite people in faith, hope and love. We live by our values of openness, excellence and kindness in all that we do.

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About what you will be doing

The successful candidate will be working in a highly generalist role supporting a small organisation of approximately 80 employees in a mixture of unique and typical roles in which you will gain full exposure to the employee lifecycle.

Other key duties include:

- To provide a comprehensive, professional and efficient HR Administration service to the Cathedral.
- Undertake safer recruitment administration for all staff, providing an excellent service to both recruiting managers and applicants alike.
- Prepare all welcoming arrangements for new starters; working with the recruiting manager and other departments to ensure all new employees have the best start with the right information.
- Manage all people-related administration and update the HR system records to ensure all staff information is accurate.
- Be the first point of contact for all staff on general HR related queries, escalating more complex issues to the HR Manager.
- Collate monthly payroll data for Finance and support financial processes by raising purchase orders and responding to invoice queries
- Provide support to casework by conducting basic investigations, note-taking, scheduling meetings and diarising follow-ups.
- Conduct research to inform decision making on HR related projects
- Create surveys, presentations and other methods of engagement
- Schedule training events and associated arrangements and record keeping.
- Ensure all Processes and Procedure manuals are kept up to date.
- Contribute towards continuous improvement within the team, considering digital solutions and efficient ways of working and supporting projects.
- Maintain the highest standard of confidentiality, professionalism and integrity.
- Empathy for the vision, mission and values of the Cathedral, and a commitment towards Safeguarding, Equality, Diversity and Inclusion are a requirement for this role.
- Any other tasks that may be necessary to ensure the successful operation of the department.

About your experience

We aspire to share our empathy for the vision, mission and values of the Cathedral with all of our employees and volunteers; showing commitment towards Safeguarding which is a requirement for all of our roles. In addition to this we are passionate about promoting a positive culture of equality, diversity and inclusion in which staff and volunteers can reach their full potential.

In addition, the ideal candidate will possess the following qualifications, experience, knowledge and skills:

- Essential - Recent experience in an HR administration role or a relevant qualification in HR (CIPD minimum level 3) and some administrative experience or equivalent
- Essential - Commitment towards Safeguarding, Equality, Diversity and Inclusion
- Essential - Empathy with Cathedral's vision, mission and values (Openness, Excellence and Kindness)
- Essential - An understanding of employment law and HR best practices to be able to provide simple advice on employment terms, conditions, policies and procedures
- Essential - Excellent planning, prioritisation and organisational skills with a high degree of attention to detail and accuracy
- Essential - Excellent written and verbal communication skills
- Essential - Excellent IT skills including MS Office packages such as Word, Excel, Outlook
- Essential - Competent numeracy and literacy skills
- Desirable - Knowledge of and able to use HR Databases
- Desirable - Ability to take meeting minutes and notes
- Essential - Able to undertake research on HR and related topics to inform project work
- Essential - Able to maintain the highest levels of confidentiality and ensure data protection is maintained
- Essential - Strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters
- Essential - Able to use own initiative, knowing when to refer complex matters
- Essential - Comfortable working both independently and as part of a small team

About the process

The care and protection of children, young people and adults involved in Cathedral activities is the responsibility of everyone who participates in the life of the Cathedral Community.



“My role within the HR team is full of variety, and no two days are ever the same. There are endless opportunities for growth and development, which keeps things exciting. From my first day, I was made to feel welcome, the team is incredibly supportive and collaborative. I feel extremely privileged to work in such a special place where everyone is willing to help each other, which creates a truly positive workplace.”

Bethan Good, HR Manager



All shortlisted candidates will be required to complete an application form prior to interview. Successful candidates will be subject to pre-employment checks, including two satisfactory references and Basic and Foundations Safeguarding training relevant to the role.

Our competency-based interviews are generally in-person and consist of one stage. Depending on the role, they may include a short task or presentation, details of which will be provided in your invitation.

As a 'Thank You' for applying to work with us, we would love to offer you complimentary entry into the Cathedral if you are selected for an interview. Simply request your chosen date to visit when you organise your interview with our HR team.

The closing date for this role is Monday 10th February and interviews will be held on Thursday 20th February. To apply, please send your CV and covering letter to Recruitment@winchester-cathedral.org.uk. If you have any questions regarding this role, please contact Bethan Good – HR Manager: bethan.good@winchester-cathedral.org.uk.

We are regrettably unable to accept applications from candidates who do not have the right to work in the UK or require sponsorship to work in the UK.

Please follow us on LinkedIn and visit our website to for further details and to view the benefits of working at the Cathedral.

Please let us know if you have any accessibility requirements at any stage of our application and recruitment process.