



HR & Governance Administrator

Context

The Diocese of York serves the area between the Humber and the Tees, bounded by the A1 to the west and the East Coast. It consists of three Archdeaconry "units": Cleveland, East Riding and York, together containing about 600 churches (450 parishes). Around 210 stipendiary clergy minister in the Diocese, with a further 90 self-supporting clergy who also serve under Common Tenure, and 30 lay staff who are employed by the Diocesan Board of Finance.

Within the parishes there are also thousands of volunteers, some of whom are licenced ministers (Readers), and an increasing number of paid staff who are engaged in the day-to-day ministry of the Church of England in the diocese.

The Diocese also owns and operates Wydale Hall, a residential conference centre and retreat house near Scarborough. It has a small staff including a number of casual workers.

Background

Most clergy in the Church of England are office holders. In 2011 the Ecclesiastical Offices (Terms of Service) Measure was implemented giving certain employment rights to clergy. Those appointed after 2011 date are under this measure, commonly known as "common tenure", many also transferred to common tenure but there remain a few clergy who retained their previous Freehold status. Common tenure provides certain rights and responsibilities, including a statement of terms and conditions of appointment, the right to take annual leave, the right to make a claim to an Employment Tribunal for unfair dismissal, the duty to undertake review and to participate in Continuing Ministerial Education. Those on Common Tenure include approximately 165 FTE stipendiary clergy and a further 75 who do not receive a stipend but serve under the same terms and conditions.

Each diocese has a Diocesan Board of Finance (DBF) which provides administrative support functions for the Diocese and serves the parishes of the diocese. The Diocesan Board of Finance is a registered charity and company limited by guarantee.

Whilst the Diocese is led by the Archbishop of York, the central day to day operations are led by the Diocesan Secretary and a team of senior leaders overseeing such areas as Finance & Property, Communications, Education and Mission & Ministry. The DBF currently employs approximately 80 people in full and part-time roles. Further details about the Diocese are available at www.dioceseofyork.org.uk.

The appointments of parish clergy are made by the Suffragan Bishops on behalf of the Archbishop. Their office together with those of the Archdeacons, carry out a number of HR related functions. The postholder will provide professional supervision and support for work carried out in those offices that relate to HR and governance.

Each parish is a separate legal entity in its own right. Many employ workers of their own, including administrators, secretaries, youth and children's workers, organists, music directors, cleaners and caretakers. The HR team will provide support to the parishes in the appointment of staff as well as advice on employee relations and other HR issues.

Key Anticipated Areas of Work

Overall Purpose

- To support a model of best practice and professionalism in meeting the HR and governance needs of the Diocese.
- To provide administration support to the Head of HR & Governance, assisting with the smooth and efficient running of the function whilst providing a first point of contact for incoming communication.

Principal Tasks

General Administration

- Provide effective and efficient administration support including preparing letters, note taking at meetings, preparing agendas, minutes, papers and reports and ensuring that they are distributed in a timely manner.
- Respond to and resolve queries and/or issues raised seeing them through to resolution (escalating where necessary), under the oversight of the HR & Governance Manager.
- Ensure accurate records are kept in accordance with Data Protection legislation and undertake regular audit checks to ensure the integrity of data is maintained in line with GDPR.
- Keep up to date with basic employment legislation and best practice and support the implementation of changes where necessary.
- Provide support for the ongoing development of the Staff Hub and proactively monitor and update policies, documents and news to ensure they are relevant and kept up to date.
- Manage the content on the HR page of the Diocesan website, amending and updating content where appropriate.
- Update the HR system, keeping it up to date, adding new starters where appropriate and maintain information in line with GDPR.
- Monitor the HR inbox and update the HR case tracker as appropriate.
- Undertake relief reception cover when required.

Recruitment and Onboarding

- Support the recruitment process by undertaking all necessary administration and undertake reference and Right to Work checks ensuring compliance with UK Visas and Immigration law and subsequent monitoring.
- Ensure Disclosure & Barring Service checks are carried out for DBF employees where appropriate.

- Produce offer letters, contracts, change of terms and conditions letters and Statements of Particulars for employees and clergy when required.
- Complete new starter, salary change and leavers forms and ensure that they are authorised and sent to payroll in a timely fashion.

Governance

- Undertaking all necessary administration to support synodical processes, including the organisation of meetings and election processes.
- Maintain the schedule of Terms of Reference for Boards, Committees and Working Groups.
- Support the HR & Governance Manager in their role as Data Privacy Coordinator, including the collation and redaction of material relating to Subject Access Requests.
- Provide back up for minute taking at meetings of Agenda Committee, Archbishop's Council (and DBF) and Diocesan Synod.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

SUMMARY OF TERMS AND CONDITIONS

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of HR & Governance
DBS Disclosure	Not Required
Contract Term	This is a permanent appointment.
Probationary Period	Appointments are subject to a 6-month probationary period for staff new to the organisation
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible / hybrid working options are available)
Hours	The post is full-time. The post holder may be required from time to time to attend meetings outside normal working hours (for which time off in lieu may be claimed).
Salary	An appointment will be made at Grade 6. Starting salary will be £26,477 per annum
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme)
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of qualifying journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles). A copy of the expenses policy is available on request.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.