



Job Description

HR Administration Assistant (Clergy HR)

PURPOSE

Providing HR administrative support for the Diocesan HR function and Clergy HR function. The first point of contact for all HR related enquiries and assisting DBF staff, line managers and clergy with day to day HR related administration.

REPORTING TO

HR Adviser

KEY CONNECTIONS

All DBF departments
Archdeacons' Executive Assistant
Recruitment Agencies
Payroll Service
Pension Service

KEY TASKS

- To provide a first point of contact for HR for line managers, clergy and DBF employees.
- To support the administration of clergy appointments within the Church of England's Safer Recruitment Code of Practice. This will include:
 - Highlighting safer recruitment expectations in role advertisements and job packs
 - Requesting references and Clergy Current Status Letters (CCSLs: bishop to bishop reference)
 - Receiving and circulating applications, references, etc to panel members and HR colleagues
 - Preparing materials for interview, including interview questions, scoring grids, and safeguarding scenarios
- Assist with recruitment processes for clergy and DBF employees from point of job offer, issuing offer letters, contracts of employment or Statements of Particulars (for clergy).
- Ensure compliance for all new starters, including following up references, right to work checks, DBS checks, and booking onto the appropriate level of safeguarding training.
- For clergy appointments liaise with Property department, regarding property details, moving in dates.
- For clergy appointments arrange for new appointment grant and resettlement grant and invoice DBF Finance Team.

- Send out induction information to line manager and assist line managers to ensure that inductions take place for new starters and the probationary review process is followed. Carry out HR Induction.
- Keep DBF HR systems, databases and personnel files up to date accurate, relevant and stored in line with GDPR requirements.
- Keep Clergy HR systems and databases up to date for payroll. Ensuring sickness absence information is accurately recorded and informing the HR Adviser of any long term sickness absences.
- Clergy Pensions, liaise with the pension department to ensure new starters and leavers are accurately recorded.
- Working with the Bishop's Office keep clergy files up to date accurate, relevant and stored in line with GDPR requirements.
- Keep up to date volunteer documentation.
- Monitor HR Inbox.
- Complete annual compliance checks, eg driver's license checks etc.
- Using the HR system, ensure holidays, TOIL and sickness absence are administrated correctly.
- Maintain an accurate system for DBF staff monthly payroll and pension amendments, inputting relevant monthly changes into the payroll providers (PSC) system and issuing all relevant documentation supporting the input to the Finance Director and Management Accountant for checking and final submission.
- Coordinate the pension auto-enrolment process and use the Pension Portal with details of new members, leavers, and any changes to members salary/personal details.
- Ensure leavers are processed by removing from HR systems and payroll. Issue leaver checklist to line manager and ensure it is completed.
- Add new starters and remove leavers from the CMS system.
- Provide cover for the Safeguarding administrator, by assisting with carrying out DBS checks and training administration.
- Take notes at formal meeting with employees, eg disciplinary, grievance hearings and take minutes at other meetings on an ad hoc basis.

The HR Administrator is required to be flexible and to undertake other duties of a similar nature from time to time as required.

PERSON SPECIFICATION

The successful candidate will be highly organised with a methodical approach, have excellent communication skills and be able to prioritise work with minimal supervision.

ESSENTIAL	DESIRABLE
Qualifications/Knowledge	
Good general level of education	Working towards a CIPD qualification
Experience	
Administration experience Experience of recruitment administration processes	Experience of working within an HR team in a generalist role
Skills and Abilities /Aptitudes	
<p>Excellent organisational skills and ability to flexibly manage a range of tasks whilst maintaining a high degree of accuracy, attention to detail and confidentiality.</p> <p>Excellent communication skills both verbal and written.</p> <p>Good IT skills including Microsoft Office (Outlook, Word, Excel etc).</p>	
Work-Related Personal Qualities	
Excellent team player with an adaptable and flexible approach.	
Ability to quickly form effective working relationships with an easy-going approach and a sense of humour!	
Enthusiasm and commitment to the aims and values of the charity.	
Ability to maintain confidentiality and to act with discretion.	
Ability to work accurately and attention to detail.	
Able to be open-minded and to understand situations fully before making a decision.	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance (DBF) serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	Band A £28,000 - £29,000 FTE (£16,800 - £17,400 actual)
Term	Permanent
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probationary period.
Hours of work	Part time 21 hours per week, worked over 3 or 4 days. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas.
Probation Period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ but will also spend at least one day per week at the Bishop's Office, 4 Park Road, Ipswich, IP1 3ST.
Other	Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed. The DBF is an equal opportunities employer.

Application packs available from : Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 30th March 2026
Interview Date: 8th April 2026