

Information Pack

# Human Resources and Safeguarding Administration Officer

June 2022





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Dear Candidate,

Thank you for your interest in joining the team at Wells Cathedral.

Wells Cathedral is one of the great buildings of Western Europe. Sir Simon Jenkins recently described it as the finest Cathedral in England, and we are inclined to agree; this is a very special place.

Like most organisations, we are seeking to 'build back better' after the covid-19 global pandemic. We are seeking a Human Resources (HR) and Safeguarding Administration Officer to consolidate what is in place and then work collegiately to enable continuous improvement and establish best practice for the future. You will play a key part on a journey of cultural change.



If you are excited about working for this beautiful place, and think you have something to contribute, please complete an application form and attach a covering letter. We will be delighted to hear from you.



**The Very Reverend Dr John Davies**  
*Dean of Wells*



Set in the medieval heart of this glorious city, Wells is the earliest English Cathedral built in the Gothic style. The Cathedral has an international reputation and is the recipient of several Tourism Excellence Awards. Known as England's most poetic Cathedral, Wells has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world class music, and its Ministry of Welcome to some 290,000 visitors each year as well as the 150,000 or so people, drawn from local, national and international audiences, who come to the Cathedral for services, concerts, lectures and a wide range of other special events and activities.

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace and the magnificent Vicars' Close, the UK's oldest medieval street still used for its original purpose.



Underpinning the life, worship and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees and delivers a broad and diverse tapestry of activities which includes a world class choir, a works and estates department, a team of virgers, a library and archives, a programme of education, learning and outreach, finance, HR and administration functions, volunteer management and trading companies.



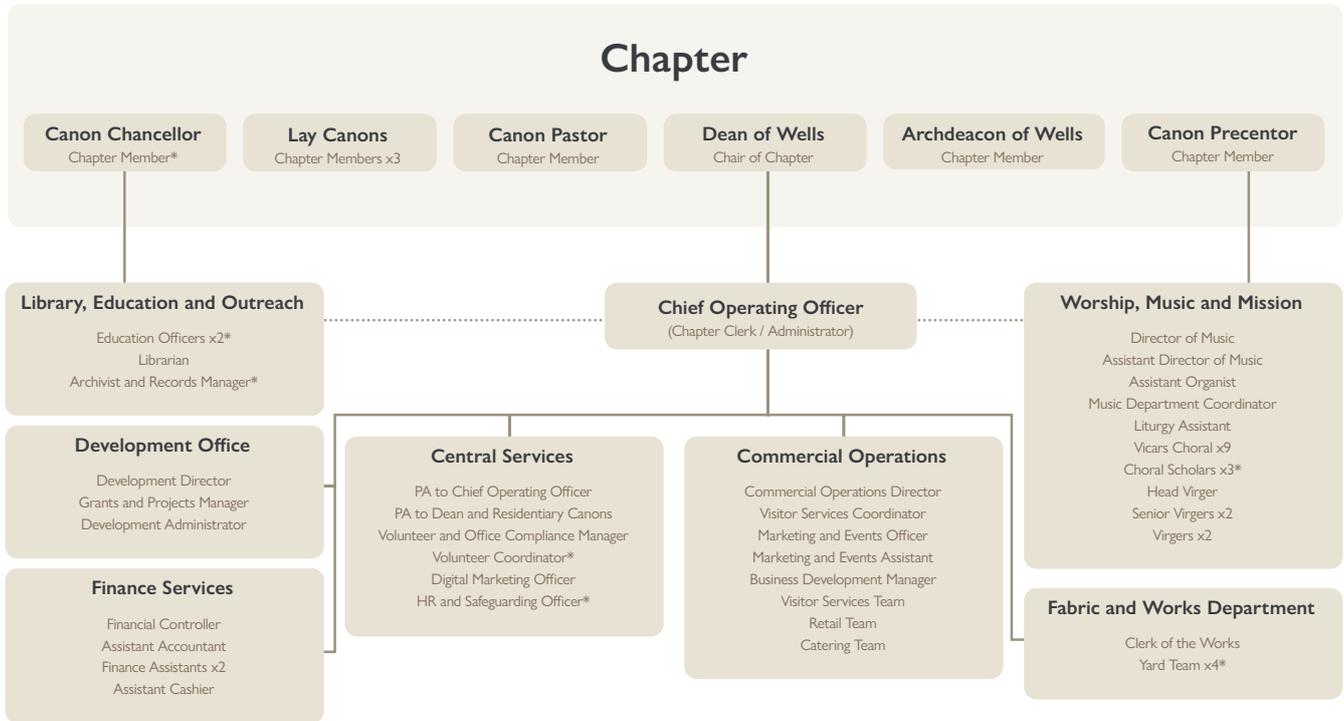
Funds to support the Cathedral as a place of worship and mission (involving maintaining our buildings, supporting those in liturgical roles, clergy, musicians and lay staff, and enabling the Cathedral buildings to be open to all every day of the year) come from a variety of sources. These include congregational giving, legacies, income from visitors, sums generated by trading activities, income from investments and property, donations from fundraising appeals by individuals, trusts and foundations, as well as through the generous support of the Friends of Wells Cathedral, the Wells Cathedral Trust, the Wells Cathedral Preservation Trust and the Wells Cathedral Chorister Trust.



## How we are governed

The Chapter is the governing body of the Cathedral and, with the College of Canons and the Cathedral Council, currently forms the "body corporate" of the Cathedral. The Chapter sets the strategic direction for the Cathedral and orders its worship and mission. It also has responsibility for care and maintenance for the Cathedral and its estate. By 29 April 2024, the Cathedral will become a charity regulated by the Charity Commission.

# How We Are Organised



\*vacancy



The Cathedral employs a staff team (a mix of full-time and part-time personnel) of up to 75 people. The current operation structure, governed by Chapter, is shown above.

At the Cathedral, there are a wide variety of contractual arrangements including, but not limited to, term-time workers, shift workers, rota'd workers, and office holders, in a range of permanent, temporary, and casual employment. We also have a fantastic variety of skills; in music, administration, finance, commerce, marketing, even-management, hospitality, visitor-facing activities (including daily floor management), and maintaining our historic buildings. It is an eclectic mix but a fantastic opportunity for an HR professional to do something different each day and learn a great deal.

Safeguarding administration is vital to the way we employ and manage people. It is also paramount in ensuring the safety of all who enter the Cathedral's doors. There is a great deal of synergy with HR; hence the desire to join both disciplines and produce this busy and fascinating role.

Title of Post	Human Resources and Safeguarding Administration Officer
Key Purpose of Post	To provide a comprehensive Human Resources and Safeguarding service for Wells Cathedral
Reporting to	Chief Operating Officer and Chapter Clerk
Location	Cathedral Offices Chain Gate Cathedral Green Wells Somerset BA5 2UE
Hours of Work	28 hours per week (over four or five days)

- Key Responsibilities of Post *Human Resources:*
- Write and update HR policies and procedures to ensure they follow current legislation and are in line with the values of the Cathedral, ensure the staff handbook is up to date and accessible
  - Work with line managers to advise, coach, and enable understanding and implementation of HR policies and procedures, including induction process, Performance Development Reviews, equal opportunities, well-being, discipline and capability, and leavers
  - In conjunction with line managers, administer all elements of the recruitment lifecycle in accordance with safer recruitment policies, from assisting with the preparation of job descriptions/adverts to administering offer letters, contracts of employment, and right-to-work checks
  - Maintain an HR database and employee paper and electronic files to ensure data is up to date, accurate, relevant, and stored in line with GDPR and retention schedules
  - Administer the annual Performance Development Review process
  - In liaison with payroll, administer annual leave records, monitor sickness absence, ensure the conduct of return to work interviews, and advise on phased returns and occupational health referrals

*(continued overleaf)*



- With the Chief Operating Officer, identify skills gaps, assess training and development needs at Cathedral and individual level, benchmark salary information, and pull together plans to address needs/shortfalls for consideration by Chapter
- Promote well-being, equality, diversity, and the Cathedral values as part of the culture to improve the employee experience and workplace morale

### *Safeguarding*



- Work as part of a team to deliver the actions required from the Cathedral's Safeguarding Audit (SCIE) and to embed safeguarding at the heart of everything we do
- Ensure all staff and volunteers have received the required level of safeguarding training for their role and all training is up to date
- Ensure all DBS checks are carried out for relevant staff and volunteer roles and that they are up to date, applying for the DBS checks and referring blemished checks to the Diocesan Safeguarding Adviser
- Work in conjunction with the Diocesan Safeguarding team to ensure safeguarding referrals are logged and dealt with in accordance with policies and procedures, cases are dealt with appropriately, and safeguarding agreements and risk assessments are completed and monitored
- Write, maintain, and update a Safeguarding Manual for staff and volunteers



## Knowledge, Qualifications and Experience

### *Essential*

- Knowledge of current employment legislation
- Knowledge of Safeguarding processes and procedures
- Knowledge of best practice in recruitment, selection, training and development, employee relations
- Practical experience of advising on HR and safeguarding matters

### *Desirable*

- Graduate CIPD qualification or willing to work towards this
- Experience of maintaining electronic filing systems

## Skills and Abilities

### *Essential*

- Competent user of MS Office, especially Word and Excel
- Ability to influence managers and clergy to utilise best-practice HR processes
- Ability to communicate effectively and build rapport/trust at all levels in the Cathedral
- Maintain a professional and confidential attitude to all aspects of the role
- Enable line managers to achieve policy compliance whilst working in a busy and challenging environment
- Organise and prioritise own workload to meet job requirements

### *Desirable*

- Able to inspire and develop the potential of others
- Able to analyse management information and use it to best advantage

## Work-related Personal Qualities

### *Essential*

- Excellent communication and interpersonal skills
- Address complex matters creatively and ethically
- A collaborative team player willing to be flexible, adaptable, and supportive

### *Desirable*

- Able to operate in sympathy with the aims and ethos of the Church of England

# Main Terms and Conditions



Hours of Work	28 hours per week (over four or five days)												
Duration	Permanent												
Salary	£17,472 per annum (£21,840 FTE)												
Holiday	25 days plus eight bank holidays pro rata The holiday year runs from 1 January to 31 December.												
Pension	Defined Contribution Scheme. Contributions as % of salary: <table><thead><tr><th>Age</th><th>Employee</th><th>Employer</th></tr></thead><tbody><tr><td>&lt;50</td><td>3%</td><td>5%</td></tr><tr><td>50-55</td><td>4%</td><td>8%</td></tr><tr><td>&gt;55</td><td>5%</td><td>10%</td></tr></tbody></table>	Age	Employee	Employer	<50	3%	5%	50-55	4%	8%	>55	5%	10%
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<50	3%	5%											
50-55	4%	8%											
>55	5%	10%											
Discount	A discount of 10% is available from the Cathedral Shop and Café												
Parking	A car parking space in the Cathedral car park is available												
Expenses	All reasonable working expenses will be met in line with Cathedral policy												
Professional Development	The Cathedral considers applications to fund or part-fund appropriate professional qualifications and may pay the membership for a professional body, subject to specific agreement												
Checks	The post will require an enhanced Disclosure & Barring Service check for adult and child workforces												
Probation	This post will be subject to a probationary period of 6 months												

**Applications** Applications must be received by **12 noon on Friday 24 June 2022.**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned by email to [recruitment@wellscathedral.org.uk](mailto:recruitment@wellscathedral.org.uk), or by post to:

Wells Cathedral Offices,  
Chain Gate, Cathedral Green,  
Wells, Somerset.  
BA5 2UE

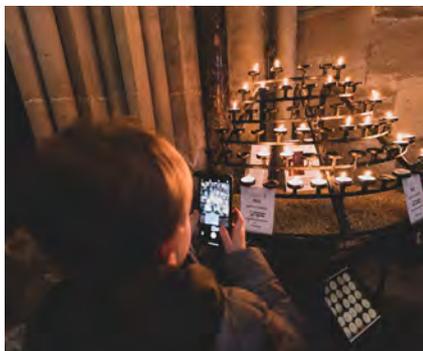
**Shortlisting** Shortlisting will take place on **Wednesday 29 June 2022.**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. All applicants will be notified of the outcome of the shortlisting process.

**Selection Process** Interviews will take place in the Cathedral Offices on **Tuesday 5 July 2022.**

Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references.

**Queries** We hope you find this pack provides all the information you need in order to consider your application for this post. If, however, you have any further questions please email [recruitment@wellscathedral.org.uk](mailto:recruitment@wellscathedral.org.uk) and we will arrange for the right person to speak to you.



Wells Cathedral is committed to the safeguarding and protection of children, young people, and adults. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Cathedral, positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.



Further information can be found in our Safeguarding Policy available on the Cathedral website: [wells cathedral.org.uk](https://wells cathedral.org.uk)

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/ appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.

An enhanced Disclosure & Barring Service check for adult and child workforces will be required for this role.



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