



Diocese of Westminster

Job Profile	HR & Recruitment Administrator
Department / Parish / Agency	HR
Reporting to	HR Business Partner (Curia)
Cost Centre	115
Location / Address	Vaughan House, SW1
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (Monday to Friday 9am-5pm)
Salary	£32,000 per annum
Job reference number	789-115

Job Purpose:

To provide day to day administrative support in the running of the HR department and to lay and clergy staff across curia and parish teams, focusing on the following key areas:

1. Recruitment
2. Onboarding
3. Administrative support

Principal duties and responsibilities:

1. Recruitment

- Oversee and manage the end-to-end recruitment and onboarding process for all employees
- Provide advice guidance and support to department managers and heads on the recruitment process, seek budget approval for new roles, considering impact on current structure, advising on contract type, job title
- Prepare advertisements and job descriptions that reflect changing organisational needs, ensuring duties listed are clear and reflective of the role and skills required
- Support recruiting managers and department heads with:
 - shortlisting of candidates
 - co-ordinating interviews etc.
 - drafting interview questions
 - preparing interview packs and
 - attending as a panel member as required
- Actively promote jobs via relevant platforms and network channels
- Liaise with external agencies and partners on specialised roles

2. Onboarding

- Undertake all pre-employment screening in line with diocesan guidelines, including safer recruitment
- Prepare job offers and contracts
- Input all starters
- Co-ordinate and deliver HR welcome induction for new joiners
- Promotion of reward and benefits

3. Administrative support

To provide administrative support to the team in the following areas:

- Monthly reporting of Key Performance Indicators (KPIs) recruitment metrics
 - Management and retention of all processes, procedures and systems including the HR Information System (SelectHR) and electronic employee records, in accordance with GDPR
 - Undertaking data analysis of people data as required
 - Co-ordinating staff events i.e. summer social BBQ and Cardinals Christmas celebration
 - Support the HR Business Partners with HR administration as required
 - Support the Head of HR and HR Business Partners in the delivery of defined strategic objectives
-

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in an administrative role	E
Relevant experience in recruitment	D
Proficiency in use of various social media platforms	D
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
Good knowledge and experience of Microsoft Office Software packages	E
Ability to use/learn website content management systems	E
A desire and commitment to keep up to date on changes to employment legislation	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D