

## **Blackburn Diocesan Board of Finance Ltd**

### **Job Description**

<b>Job Title:</b>	HR Administration Assistant
<b>Salary:</b>	£12.60 per hour
<b>Hours:</b>	Zero-hours contract
<b>Term:</b>	Fixed-term over Summer Holidays
<b>Location:</b>	Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE
<b>Responsible to:</b>	HR Manager

#### **The Diocese of Blackburn**

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries.

There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

#### **Background**

The HR team is based at Clayton House, Blackburn and is responsible for all the clergy and employee HR for the Diocese of Blackburn.

#### **Purpose of the role**

The post holder will complete a one-off exercise to digitise all the old paper files for employees and then securely dispose of them. The work will also entail checking the retention rates and then throwing away any old leavers and employee relation cases if necessary. General HR Admin work will also be required.

There is a high degree of confidentiality in this work. The successful candidate will need to have sufficient experience of Office365.

**Duties:**

1. Digitise all copies of paper-based employee files.
2. Use the retention record and dispose of any leaver's files.
3. Check all the old employee relation cases and dispose of according to the retention guidelines.
4. Sort through the HR filing cabinets and dispose of any redundant materials.
5. Check the retention dates and system on Cascade. Organise deletion dates for materials.
6. Provision of efficient and accurate administrative support.
7. Courteously manage telephone calls and enquiries for the HR team when they are not in the office. Take appropriate action to prioritise and resolve the calls or delegate / escalate as necessary.
8. Responding to general correspondence on behalf of the HR Manager.
9. Updating the HR intranet site due to feedback and updates.
10. Ad hoc HR duties when required.

**Person Specification**

Criteria		Essential/ Desirable	Criteria Assessed by:		
			App	Int	Refs
<b>Knowledge and Skills:</b>					
a	Good level of general education – GCSE at English and Maths or equivalent	Essential	P	P	
b	Educated to degree or diploma level or working towards this	Desirable	P	P	
c	Proven experience in an office/administration/ customer service environment	Essential	P	P	
d	Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, Teams, planner, Outlook	Essential	P	P	

e	High standard of written English	Essential	P	P	
f	Ability to manage time effectively, use initiative in prioritising work and achieve deadlines	Essential	P	P	
g	Good organisational skills	Essential	P		
h	Willingness to accept responsibility and to take initiatives	Essential	P	P	
i	Adaptability, flexibility and ability to work as part of team	Essential	P	P	
j	Ability to deal with queries on own initiative	Essential	P	P	
k	Ability to carry out work of a confidential nature	Essential	P	P	
l	Good communication and interpersonal skills	Essential	P	P	
m	Professional manner and appearance	Essential	P	P	
n	Ability to meet deadlines in spite of obstacles	Essential	P	P	
o	Level 3 Foundation certificate in HR practice	Desirable	P		
<b>Attitudes and Values:</b>					
a	Respect, understanding and facilitate the aims of the Board of Finance	Essential		P	
b	An understanding of the Church of England	Desirable		P	
c	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Desirable		P	
d	A positive attitude towards training and development	Desirable	P	P	

## **Outline of Terms and Conditions**

**Employer:** You will be employed by the Blackburn Diocesan Board of Finance.

**Salary:** £12.60 per hour

**Hours:** This role is zero-hours per week. The BDBF is willing to be flexible on weekly hours.

**Contract:** This role is fixed-term contract for a maximum of 3-months. The BDBF is willing to be flexible on contract duration.

**Location:** The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

**Pension:** This role does not automatically qualify for a pension.

**Annual leave:** Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part-time employees.

The holiday year runs from 1 January to 31 December.

**References:** Appointment will be subject to the receipt of satisfactory references.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give three months' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Right to work:** The post-holder must have the right to reside and work in the UK.

### **How to Apply**

For an informal conversation regarding this post, please contact the HR Team at [hrenquiries@blackburn.anglican.org](mailto:hrenquiries@blackburn.anglican.org).

Closing date: Sunday 11<sup>th</sup> May 2025

Interview date: Thursday 22<sup>nd</sup> May 2025