THE CHURCH OF ENGLAND
Diocese of Chester

Job Description

Job Title:	People & Culture Manager
Hours of Work:	Full time – 35 hours per week
Salary:	Rank 2 Levels 5 – 9
	£54,653 - £60,561 dependent upon qualifications and experience
Reporting to:	Director of Central Services
Responsible for:	People & Culture Officers
	People & Culture Administrator
Normal Place of Work:	Church House, Daresbury Park, Warrington.
	[Up to 40% of hybrid working is available]

Job Profile:

To be responsible for the People and Culture function of the organisation, overseeing the development of policy and practice.

To provide personnel and human resources services to the organisation in line with the diocesan strategy.

Main Duties:

- Manage the People and Culture team, developing the team strategy in line with the overall diocesan strategy
- To contribute to senior staff meetings and work with colleagues to develop and support the diocesan culture and workstreams
- Advise senior staff, committees and colleagues on the operation of employment law, HR policy and ecclesiastical terms of service at a strategic level
- Develop the organisation, setting up systems, training and policies/procedures in the diocese, including adapting national policies to local needs where appropriate.
- Keep senior staff up to date with new legislation and thinking, advising on applicability, implications, and implementation of necessary changes.

- Support and advise senior staff on use of the grievance, capability and disciplinary measures.
- Lead and manage the delivery of all personnel processes, procedures and systems including recruitment, pay and benefits.
- Identify and develop the training needs of staff to improve the overall performance of the organisation.
- Manage employee relations issues.
- Ensure compliance with UK Border Agency (UKBA) in regard to prevention of illegal working
- Advise all staff on matters relating to terms and conditions of employment.
- To advise the Bishop and diocesan staff on absence management issues including requirements regarding occupational health issues in relation to clergy and staff.
- To act as the Designated Officer for the appointment of clergy, and to be responsible for compliance with the Clergy (Terms of Service) Measure in relation to the appointments of clergy.
- To keep up to date with developments in employment law and the Ecclesiastical Offices (Terms of Service) Measure.
- To prepare relevant papers for the Central Services Committee and other committees as needed
- To be responsible for the Pay and reward policy for the DBF staff in liaison with the Diocesan Secretary
- To be proactive in evaluating data in relation to diversity monitoring, absence, etc, identifying trends and reporting as appropriate
- To liaise with others in the Church of England who have a responsibility for providing professional HR advice and to work with other Dioceses in the North West to share best practices and identify opportunities to share resources where appropriate.
- To attend central and regional training events and networking with other diocesan HR staff.
- To oversee the DBS process for staff and volunteers, licensed clergy and parishes
- To be responsible for the wellbeing strategy and development for staff and clergy in liaison with the Ministry team
- To be responsible for the annual performance review process, providing support to managers as needed
- To undertake other tasks as required by the management
- To undertake training, including safeguarding modules, as required and agreed.

Line Management

To line manage the staff in the People & Culture department

An Enhanced DBS Disclosure will be required for the post holder.

An Occupational Requirement exists for the post holder to be a practising Christian in accordance with the Equality Act, 2010.

Dated: November 2026

Note – this Job Description does not form part of your Contract of Employment

The Diocese of Chester is fully committed to the safeguarding of children and vulnerable adults.

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