Job Description

Job Title: People & Culture Officer (Outward focus)

Hours of Work: Full time – 35 hours per week

Salary: Rank 3 levels 1 - 8

£41,777 - £51,959 dependent upon qualifications and experience

Reporting to: People & Culture Manager

Normal Place of Work: Church House, Daresbury Park, Warrington.

[Up to 40% of hybrid working is available]

Job Profile:

To be the outward facing member of the People & Culture team, providing support and advice to parishes on all people matters.

To be responsible for developing and updating policy and document resources for parishes.

Main Duties

- To maintain a suite of policies, documents and templates as a resource for parishes
- To provide advice and guidance to clergy and parishes on all people matters, including, but not limited to employment law, grievance, capability and disciplinary matters
- To visit parishes to partner with them in dealing with various people matters
- To support clergy and parishes on the operational and people-related aspects of church planting, through advice and guidance, working collaboratively to equip and enable them to establish and develop healthy and effective church communities.
- To work with parishes to support and guide in cases of bullying or harassment that fall short of a safeguarding remit
- To work with colleagues to provide the HR voice to meetings and situations

- To visit PCC meetings, Clergy Chapter meetings, Diocesan Synod meetings etc to offer help and support with people matters
- To provide employee relations support as needed within the Diocesan Board of Finance and parishes, undertaking investigations as required.
- To provide training and drop-in sessions for parishes on HR policies, including redundancy and employee relations matters
- Advise senior staff, committees and colleagues on the operation of employment law, HR policy and ecclesiastical terms of service at a strategic level
- Work with the People & Culture Manager to 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.
- 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 deputise for the People & Culture Manager as needed
- To undertake other tasks as required by the management
- To undertake training, including safeguarding modules, as required and agreed.

A basic DBS Disclosure will be required for the post holder.

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.