

## HR Manager

### Advert

The Roman Catholic Archdiocese of Southwark is a Charitable Incorporated Organisation (CIO) and exists to proclaim the Gospel of Jesus Christ. We are currently looking to recruit an HR Manager to join a small but committed team who look after our 350 staff across the whole diocese, which covers all of London south of the Thames and Kent.

Reporting to the Director of Finance, this is a genuine generalist role and incredibly varied. A Payroll and HR Administrator reports to the HR Manager. The primary responsibilities of the role are to support parish priests to use best practice in recruiting and managing their staff. The role operates primarily through advice, guidance and influence, particularly within parishes, and ensures that the Archdiocese meets its legal, pastoral and moral obligations as an employer.

Additionally, this job plays a vital role in enabling our current *Called to Bear Fruit* renewal initiative by ensuring that people policies, leadership practices and employment arrangements support collaboration between clergy and lay faithful, encourage shared responsibility for mission, and promote a healthy, welcoming and professional working culture across the Archdiocese.

**The key responsibilities** of the role include:

- All aspects of recruitment and onboarding
- Providing ongoing advice and training/development on effective people management
- Ensuring that HR policies and procedures are up-to-date, legally compliant and effective.
- Effectively communicate internally and externally about HR related issues.
- Providing advice and guidance from an HR perspective on any issues arising in the SLT.
- Working with the Finance Director to develop and implement diocesan wide people strategy alongside the Called to Bear Fruit initiative.
- Managing Diocesan Apprenticeship Programme
- Providing advice and guidance on volunteers.
- Effectively managing the HR/Payroll Administrator to ensure that all administration, including maintenance of records and use of the HR system is undertaken accurately and in a timely manner.
- Ensuring that HR policies, practices and advice are consistent with Catholic social teaching, including respect for human dignity, fairness, subsidiarity and stewardship.

## Person Specification

This is a truly generalist job which requires resilience, tenacity and good organisational skills to perform it well. The ideal candidate will be educated to degree level and/or have achieved at least CIPD Level 5, with proven experience as a HR Generalist within the not-for-profit sector. Confident in decision making, with a comprehensive understanding of employment law and good practice is essential along with excellent IT and communication skills. A thorough understanding of and commitment to the mission, values and teachings of the Roman Catholic Church are needed to understand the context of the role and its' requirements.

### Terms:

Salary: £55,000 - £60,000 per annum

Hours: 35 per week worked over 5 days – hybrid arrangements are available but a minimum of 3 days per week are required to be in the office or out in the Diocese

Holidays: 34 per annum including all bank holidays

Pension: NEST

To apply or for more information please send your CV to [HR@rcaos.org.uk](mailto:HR@rcaos.org.uk), or visit the Diocesan website [www. https://rcaos.org.uk/get-involved/vacancies/vacancies-in-southwark/hr-manager/](https://rcaos.org.uk/get-involved/vacancies/vacancies-in-southwark/hr-manager/) by the closing date of 30<sup>th</sup> April 2026.