

PRIVATE & CONFIDENTIAL

Candidate Brief



Diocese of Guildford **Head of HR and Safeguarding** **Y0201**

March 2022

Managing Director
Sarah Thewlis
sat@thewlisgraham.com



Welcome letter from Peter Coles, Diocesan Secretary

Dear Applicant,

Thank you for your interest in the role of Head of HR & Safeguarding for the Diocese of Guildford. I hope this candidate brief gives you all the information you might need regarding the requirements of this role. You can also find more information about us on our website: <https://www.cofeguildford.org.uk/>.

The role of Head of HR and Safeguarding is much more than ensuring we have good policies and processes in place. It's about helping us to support our clergy and staff, our greatest asset. It's also about helping our churches to provide and maintain a safe environment for the many of all ages who engage across the diverse communities which they support. It's also about leading a team and offering a professional partnership to our Bishops and Archdeacons as well as our Senior staff and their teams as well as having engagement with the National safeguarding team, our Diocesan Safeguarding Advisory Panel and other local agencies. It's a role that is integral to our vision of a *Transforming Church, Transforming Lives*.

This is an exciting time in the life of our Diocese, and one of great opportunity. Do come and join us!

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief.

For a confidential conversation with Thewlis Graham Associates, who are supporting us with this recruitment, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email: applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter D Coles', written over a light blue horizontal line.

Peter D Coles
Diocesan Secretary

2. About the Diocese of Guildford

A. Area, People and Community

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the north-east, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. The south-west has a more rural feel to it, but the north-east is largely suburban. The population here is greater with excellent road and rail links, particularly to London, meaning that there is much commuting within these areas.

The population is just over a million, rising in line with the national rate. The average population density is above average, both regionally and nationally.

The area is rightly perceived as affluent, hiding a number of local key issues. The population is quite mobile, but the cost of housing is very high and there are issues of homelessness in the towns. (There are surprisingly high levels of domestic and sexual abuse). The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Taken as a whole, the Diocese has the lowest average IMD (Index of Multiple Deprivation) in England, but the picture is not uniform. Throughout the area there are tight pockets of deprivation, enclosed within housing estates, or even within a few streets. These pockets have high levels of child poverty, low income, poor mental health and other significant problems. Often, they are adjacent to affluent areas that camouflage the extent of need, driving down the statistics and diverting public funds to areas of more widespread poverty in other parts of the country.



The Diocese is becoming more diverse ethnically, and there are notable Asian populations in Woking and Camberley. There has also been a large influx of Nepalese to Aldershot and Farnborough following recent Government changes to Gurkha pension provision. In 15% of parishes, the proportion of White British inhabitants is now less than 80%.

Principal occupations include Wholesale/Retail Trade, Professional & Scientific, Education, Human Health & Social Work, with significant numbers also in Information & Communication Technology and Finance. There are also a large number of military

personnel (and their families) in several areas of the Diocese; Aldershot is the ‘Home of the British Army’, and the tri-service lies within the Diocese. The University of Surrey and College of Law are based in Guildford, together with the Surrey Research Park. The University of the Creative Arts is based around Farnham, and Royal Holloway (University of London) is in Egham. There are also four major hospitals and four prisons. A significant number of key national decision makers live within diocesan borders.

B. The Church in the Community

The Diocese has two archdeaconries, each with six deaneries, and a total of 160 parishes. There are very few multi-parish benefices with just one stipendiary priest.

A great deal of the work of the church is done at a local level by the parishes. The diocesan teams support and encourage the work of the parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The Diocese includes churches representing all shades of Anglicanism. All traditions play their full part in the life of the diocese, and broadly speaking there is an encouraging absence of tribalism.

We are fortunate to have some 300 licensed clergy. Nearly two thirds of these are stipendiary, of whom over 90% are full-time. About a third of all licensed clergy are women, including our Suffragan Bishop and the Dean of the Cathedral, with a higher proportion amongst Self Supporting Ministers. There is a significant number of clergy couples, ministering in various ways.

With more than 200 clergy and investment houses, 217 church buildings and many parish owned halls and facilities, our property portfolio provides an essential asset for our mission and ministry across this area, whilst also supporting multiple community activities, clubs and meetings.

The proportion of the population attending church, both adults and young people is above the national average, but overall numbers have dropped, albeit slightly more slowly than the national average. With a changing population, ministry to new parishioners is a significant task. Church communities vary in size, but about half have an average adult weekly attendance of over 100.

Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with over 250 county and independent schools. Many of the latter have church foundations.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, food banks, furniture recycling to needy families, chaplains to GP surgeries, Night Shelters and Credit Unions.

The 83 church schools (53 voluntary aided) in the Diocese include three secondary schools. There are also 11 affiliated schools. We currently have 21 academies, 16 of which are under the care of the Diocese’s Good Shepherd Trust. The development of this programme has

been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of 22,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

Alongside the engagement of our churches and schools, the Diocese has entered into partnership with local authorities through its Community Engagement Team (shortly to be incorporated into the Mission team), which currently operate in areas of Family Support, Health and Wellbeing, Restorative Justice and Surrey Faith Links. The Church House Review recommends that such partnerships should continue, provided they are genuinely self-funding and better integrated into the community engagement of the local church.



C. Transforming Church, Transforming Lives

Transforming Church, Transforming Lives is the vision of the Diocese of Guildford, launched in September 2016 following a long period of prayer and consultation. It envisages individuals and church communities open to the transforming work of God's Spirit in their own lives, and so becoming agents of Christ's transformation to the world around them.

This vision is deliberately couched as a strapline to the phrase 'Diocese of Guildford', rather than as an initiative in its own right. *Transforming Church, Transforming Lives* communicates the essence of everything we are seeking to pray and work towards across the Diocese.

Transforming Church, Transforming Lives is a framework not a blueprint, encouraging a thousand local initiatives to work towards our broader shared goals. It is primarily a strategy for the local church, though many of its principles are being extended to groups of churches, network congregations, chaplaincies and church schools. Its ethos is:

- To encourage local mission initiatives through a culture of permission-giving, training,

support and finance.

- To develop a deeper sense of partnership and shared accountability between churches and across the Diocese, as parishes increasingly look to resource one another, and Church House Guildford to resource the whole.
- To grow a culture of honesty, mutual learning, persistent prayer, deepening discipleship and confident faith sharing.

Set within that broader context, *Transforming Church, Transforming Lives*:

- Sets 12 Diocesan Goals, which together provide the framework of all our mission activities within parishes, chaplaincies, schools, the Cathedral and Church House Guildford, recognising the primacy of the first goal above the rest.
- Provides resources for parishes, schools, chaplaincies and the cathedral as they select the goals to which they are particularly committed over the coming year: these resources to include support, training, mentoring, prayer resources and grant funding through the newly established Growth Fund.
- Expects every parish to pray over its mission priorities and to produce a Church Development Plan to be renewed and revised in each year following – to be addressed by the needs-based process recommended in the Church House Review.

The twelve diocesan goals are as follows:

1. For every parish and chaplaincy to develop an appropriate strategy for making prayerful, confident disciples in daily life.
2. Together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship, and the development of a hundred new worshipping communities by 2027.
3. For every parish to develop a safe, attractive and spiritually enriching children's and youth ministry, encouraging sharing of resources where appropriate.
4. Together to increase the number of lay leaders of all ages, who are called, trained and deployed in the church and wider community.
5. Together to grow the number of ordinands by 50% from 2020 and beyond.
6. Together to increase the range, professionalism and spiritual fruitfulness of our partnerships with the local community, to help create a safer, stronger, fairer and more sustainable society.
7. Together to grow the number and depth of our partnerships with Christian communities beyond our diocesan borders, in the holistic mission to which Jesus calls us.
8. Together to improve the standards and develop the Christian distinctiveness of our church schools, wholeheartedly embracing our contribution to education in the diocese.
9. For every parish to encourage an increasing number of worshipping Christians to commit to regular, proportional and sacrificial giving.
10. Together to share expertise and streamline our processes so as to release fresh energy for mission.
11. For every parish and chaplaincy to develop effective communications, promoting a

church that is visible, attractive and accessible.

12. For every parish to work towards having church buildings that are fit for purpose in supporting today’s ministry and mission.

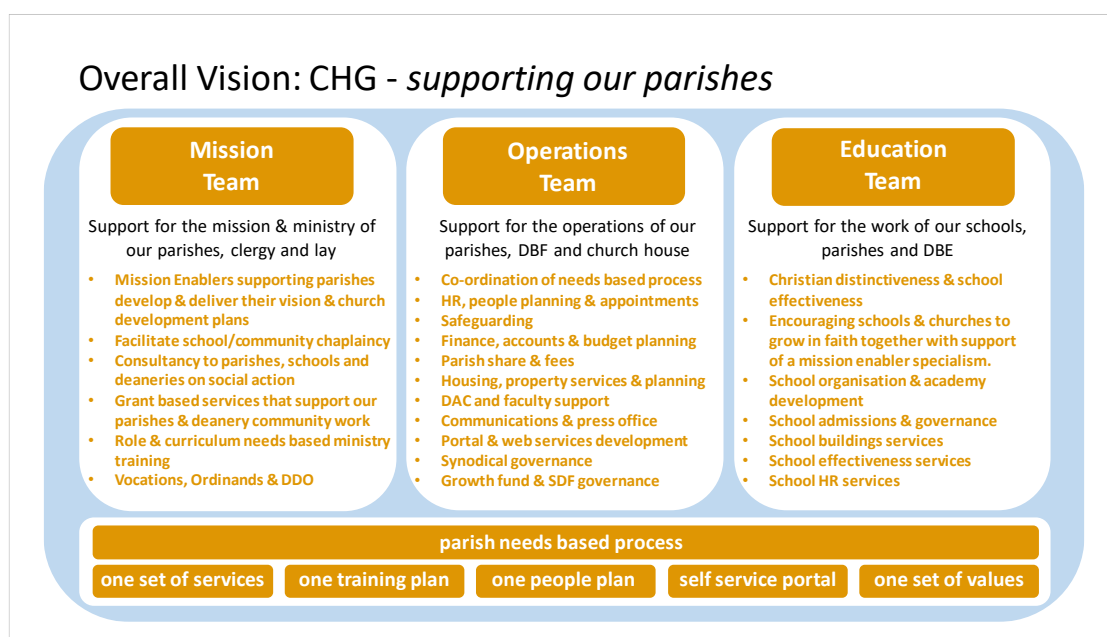
We are currently refreshing our TCTL vision, in part in response to the Church of England vision work that is proceeding at national level under the leadership of the Archbishop of York. Recognising that 12 goals is too many to remember, and that we need a simpler framework in which our Mission Enablers operate, we are asking our parishes to focus their attention on three main themes: Growing Disciples, Growing Diversity and Growing Partnerships.

To support our churches as they engage with these themes, our Church House Team is developing new strategic thinking in the areas of evangelism and discipleship, children and young people, church planting (or ‘mixed ecology’), church vocations, racial justice, community engagement, the church in the digital age, and our aspiration to be Zero Net Carbon by 2030.

D. Diocesan Teams

We have recently concluded an extensive review of our central teams at Church House Guildford. The Church House Review (CHR), which was externally led, sought to ensure our central team structure, capacity, capability and flexibility is organised to effectively support and help lead the objectives and priorities of *Transforming Church, Transforming Lives* (TCTL) through our parishes, chaplaincies, and schools over the next five to ten years.

The review proposed the move from a 5-team structure to a new 3-team arrangement that is grounded in a set of new foundational processes that all CHG teams are integral to. Foremost amongst these is a new Needs-Based Process that will inform and guide all CHG teams, rigorously grounded in the vision, plans and needs of parishes.



The transition to the new teams, processes and organisation is now complete and will be fully operational by early 2022. More detail on the change and the new arrangements can be found at cofeguildford.org.uk/review

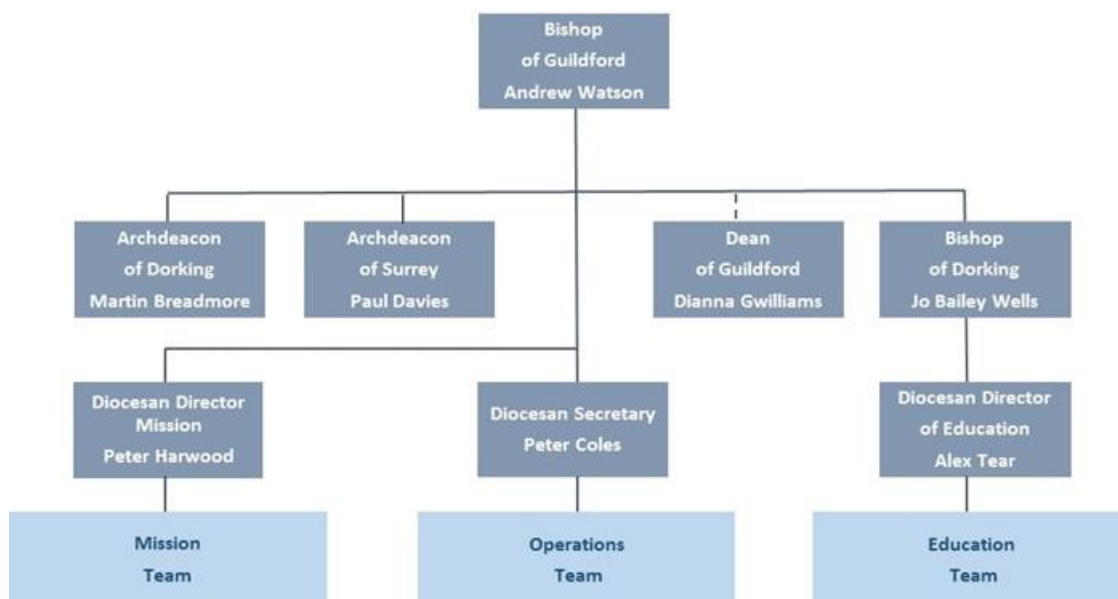
E. The Bishop's Leadership Team and Diocesan Structures

The Bishop's Leadership Team provides the day-to-day leadership and management oversight for the diocese and staff teams. It includes team directors as well as senior clergy.

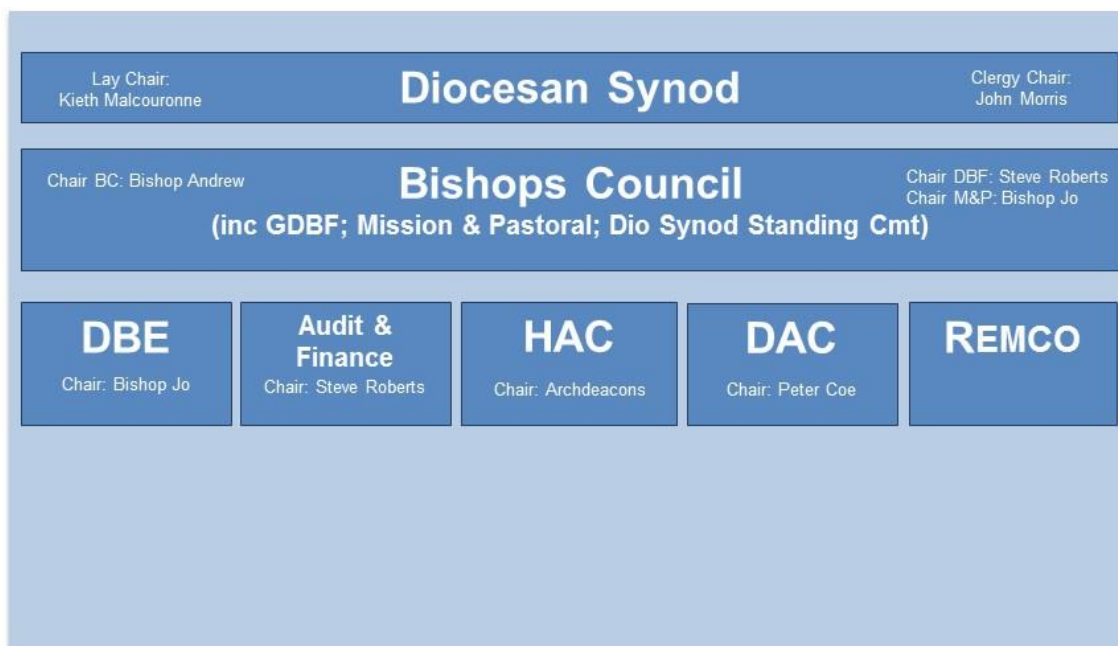
Bishop's Leadership Team meetings have been evolving as a new team comes into place.

They include a monthly meeting and occasional residential, and a smaller breakfast meeting for Bishops, Archdeacons, Diocesan Secretary and Dean (which exists predominantly for prayer and mutual support). The Bishop's Leadership Team is the formal Safeguarding Committee and is advised by a safeguarding panel with an independent chair.

Bishops Leadership Team (BLT)



Diocesan Structures



Like many dioceses, Guildford has brought together a number of committees to join up policy, priorities and finance. The members of the Bishop's Council are the standing committee of the Diocesan Synod, the board of directors/trustees of the Diocesan Board of Finance, the Mission and Pastoral Committee and the Property and Parsonages Committee. The Bishop's Council is as small as is practicable. It is supported by a non-executive Audit & Finance Committee, Housing Advisory Committee and Remuneration Committee (for staff pay). When detailed consideration is required by the Bishop's Council on a particular subject or review, an ad hoc steering group will be formed with representation of interested parties. Members of the Diocesan Synod are also members of the Diocesan Board of Finance. The other main committees are the Diocesan Advisory Committee and the (unincorporated) Diocesan Board of Education.

F. The Cathedral

The Cathedral sits in the geographical centre of the diocese and has, in recent years, begun to address the physical isolation from the town of Guildford and to reach out to parishes, schools and chaplaincies of our Diocese. It seeks to serve as the 'Mother Church' for the Bishop in his mission and ministry, but also as a resource to the whole community of Surrey and north-east Hampshire. Underlying the plans for a residential development on part of the site and for a £7.5m renovation and improvement project already underway is the intention of the Cathedral to provide a place of welcome, worship, inspiration and engagement for the furtherance of God's Kingdom.

G. Finance

The Diocese has an annual budget of around £12 million and aims to achieve a break-even position each year. Around 70% of budgeted costs relate to ministry provision and housing;

10% relate to our contribution towards the national Church, and the remainder mainly funds the work of the central diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts.

From 2019 the Parish Share has been determined by allocating direct ministry costs according to the number of incumbents, which results in a request of around £58,000 a year per incumbent post; smaller parishes may share an incumbent. Remaining 'shared' costs are allocated in accordance with a formula involving adult Sunday attendance and a prosperity factor. More details can be found on the Diocesan website:
<https://www.cofeguildford.org.uk/governance/parish-share>

H. International links

The Diocese has a long-established link with the Anglican Church of Nigeria, which is a valuable channel of communication for the Communion as a whole, though current Communion politics mean that aspects of the relationships are currently on hold. We also have developing links with the Diocese of Sialkot in Pakistan, and with the Lutheran Diocese of Viborg in Denmark. Many parishes have their own links to these and other parts of the world.

3. The role and responsibilities of the Head of HR and Safeguarding

Job Description

Head of HR and Safeguarding - (1.0 FTE or 0.8FTE)

Job Purpose

- To ensure the provision of a comprehensive HR service to the DBF leadership team and staff.
- To ensure the provision of a comprehensive clergy appointments process for the Diocese of Guildford.
- To take all possible steps to ensure effective Safeguarding provision across the Diocese of Guildford.

Accountable to

- Diocesan Secretary

Responsible for

- HR Partner (1.0 FTE)
- Clergy Appointments Officer (1.0 FTE)
- Clergy DBS / Appointments Administrator (0.8FTE)
- Diocesan Safeguarding Manager (1.0 FTE)
- Diocesan Safeguarding Adviser (0.8 FTE)
- Diocesan Safeguarding Trainer (0.5 FTE fixed term)
- DBS & Safeguarding Coordinator (1.0 FTE)
- Safeguarding Case Worker (0.8FTE fixed term)

Key relationships

Internal-facing:

- To be a professional partner and support to:
 - Bishops and Archdeacons and their respective offices
 - Bishop's Leadership team: Diocesan Directors of Education, Mission and Communities.
- Work closely with the senior Operations team: Deputy Diocesan Secretary, Directors of Finance, Property, Head of Communications.
- All DBF staff and the Bishop of Guildford's office

Parish-facing:

- All clergy across the Diocese
- Parish teams/staff

External:

- National Safeguarding team
- Diocesan Safeguarding Advisory Panel
- HR and Safeguarding peers within other dioceses.
- Legal advisers
- Professional suppliers for provision of development/training on HR/people/safeguarding etc.

Responsibilities:

General

- To be responsible for the strategic direction and day-to-day management of the diocesan HR and Safeguarding activities.
- To lead, develop and deliver a successful HR function that meets the needs of a changing organisation to plan and within budget.
- To promote and encourage good HR practice within parishes and to develop model resources and policies for use by parishes.
- To ensure that HR plans support the needs of the diocese but are also flexible enough to cope with changes in the organisation, as and when they occur.
- To provide support and advice to senior staff on HR policy and relevant case management issues including performance management, staff and clergy well-being, employee discipline, capability (including ill-health) and grievance matters
- To review, develop and maintain effective processes and systems in relation to all aspects of the HR & Safeguarding functions, ensuring these are in line with legislative changes, both parliamentary and ecclesiastical.
- To drive thinking on how to further develop a culture which supports diocesan capabilities to realise our strategic goals including our ambition to be a great place for staff & clergy to work and serve.
- To ensure that people risk areas are effectively managed.
- To provide guidance and support to deaneries, parishes and chaplaincies on HR issues, developing a network of volunteer consultants in line with TC:TL Goal 10

- To provide an occasional professional reference point for the Dean and Cathedral Chief Operating Officer on safeguarding.
- To liaise with other diocesan officers, National and Regional HR & Safeguarding teams and other relevant professional external agencies
- To keep up-to-date with developments in the law regarding common tenure and clergy terms of service, and to participate in the Church of England HR advisers' network.
- To undertake any other ad hoc duties or tasks as required by the Diocesan Secretary.

Development

- To develop and own the process for staff appraisals, ensuring that they support diocesan aims and culture.
- To work closely with the Diocesan Director of Mission on the development and execution of Ministerial Development Reviews (MDRs) for clergy.
- To advise on appropriate personal development and training plans for staff and clergy, for inclusion in the one integrated training plan for the Diocese.
- To develop coaching, mentoring and secondment schemes to support staff development and the achievement of personal development plans.
- To establish a sound succession plan for employees in line with diocesan strategy and objectives.

Clergy Appointments

- To ensure that the clergy appointments lifecycle and process is managed effectively and efficiently, including vacancy planning, recruitment and resignation processes, the processing of licences and DBS, onboarding and the provision of support on clergy wellbeing and sickness absence.

Operational HR

- To act as a functional expert, together with the HR Partner, offering professional, pragmatic and accurate guidance to the Bishops, Archdeacons and Church House teams.
- To both formally and informally advise and support on issues of competence, discipline, grievance, absence and wellbeing.
- To own the process for review of staff salaries ensuring that recommendations for pay rises are made in consultation with Remuneration Committee.
- To own and manage the administrative processes relating to clergy appointments, i.e., ensure that job descriptions and person specifications are developed and aligned with parish profiles, recommend and implement appropriate advertising and process, ensure that applications are forwarded to Archdeacons for assessment.
- To oversee the process for the implementation of Ministerial Development Reviews (MDRs) and staff appraisals.
- To provide information and reports on key HR analytics, managing up to date personnel records, tracking and reporting on issues and producing Statements of Particulars.
- To ensure best practice safeguarding advice, guidance, training, incident and data / records management are provided and maintained for the diocese.

Safeguarding

- To be accountable for the development of a safeguarding strategy and associated annual plans for the Diocese.

- To ensure that House of Bishops policies and practice guidance are implemented across the Diocese of Guildford. Ensure that additional best practice and protocols are developed to supplement national guidelines, where appropriate.
- To manage and be accountable for Safeguarding case and incident management across the diocese.
- To build confidence and capability in safeguarding through the provision of comprehensive safeguarding training and awareness sessions.
- To ensure that governance structures are established, implemented and their effectiveness reviewed periodically.

Recruitment

- To be responsible for recruitment processes and practices, ensuring that the most appropriate approaches are utilised for the recruitment and selection of clergy and staff.
- To build relationships with recruiters, where appropriate, and draft briefs in an effort to hire the talent that the diocese needs to support the TCTL strategy.
- To support and participate in the recruitment and interviewing of staff as required.
- To take a lead on staff and clergy induction.

Equality and diversity inclusion

- To promote equality, diversity and inclusion in employment practices and leadership relationships for staff and clergy.
- To ensure that the diocese proactively supports the principles and practice of equality of opportunity as detailed in its strategies and policies, and in accordance with its legal obligations and the diocesan culture and values.

HR Information Management

- To oversee the HR management system, ensuring that it is up-to-date and meets the needs of the diocese for the foreseeable future.
- To ensure our HR information is maintained in line with best practice, supporting secure and ready access / interpretation as required.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent • Chartered Member of the CIPD 	<ul style="list-style-type: none"> • Other relevant professional qualification, such as coaching or mentoring.
Experience	<ul style="list-style-type: none"> • Extensive operational HR experience. • Previous experience of managing a Human Resources team in a professional environment such as financial or legal services or a large charity/public sector organisation. • Previously influenced senior managers, 	<ul style="list-style-type: none"> • Experience of managing and leading a safeguarding team in a professional environment • Working in a

	<p>built strong commercial relationships and driven an HR strategy.</p> <ul style="list-style-type: none"> • Previous experience of leading organisational and cultural change in a people-based organisation. • Previous experience of managing and developing information and data management in an HR context. 	<p>complex organisational structure.</p> <ul style="list-style-type: none"> • Can quickly establish credibility and respect and build strong working relationships with department managers. • Demonstrable maturity, professionalism and gravitas •
Knowledge	<ul style="list-style-type: none"> • Demonstrate an understanding of personalities and behavioural styles in order to work collaboratively with a variety of people and to make informed decision around resourcing, reporting structures and relationships. • Strong working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic and common-sense approach. 	<ul style="list-style-type: none"> • Strong experience and understanding of human resource policies and practices within the Church of England legislative provisions. • Use of aptitude/ability/ psychometric tests in recruitment.
Skills	<ul style="list-style-type: none"> • Effectively plans ahead to anticipate problems, plans for worst-case and best-case scenarios • Makes sensible, intelligent decisions in difficult and deadline driven situations • Results-focused - understands what is important to key stakeholders- is committed to achieving goals. • Tenacious approach to delivery, quality of output and organisation. • Strong administrative skills. 	<ul style="list-style-type: none"> • Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach
Behaviours	<ul style="list-style-type: none"> • A commitment to our diocesan values, summarised as: Fostering Dignity, Building Community, Seeking Wisdom, Inspiring Hope. • An aptitude for establishing credibility and respect and building strong working relationships with a range of colleagues. • An ability to listen well and to respond appropriately. 	

	<ul style="list-style-type: none"> • An approach to work characterised by commitment, passion, and energy. • A flexibility and willingness to appreciate different perspectives within the various traditions of the Church of England. • A commitment to work collaboratively, but also to carry the can where necessary. • A willingness to work in an open plan, modern office environment. 	
Personal	<ul style="list-style-type: none"> • A deep commitment to the aims and mission of the Church of England and to invest in the Diocese of Guildford in particular • A high level of integrity and discretion, and ability to handle confidential information with diplomacy and sensitivity • A warm and open demeanour, presenting a professional and positive image at all times • Good levels of self-awareness and a commitment to professional development • An ability to work with a wide range of people of all ages and backgrounds. • An ability to travel around the diocese as and when required. 	<ul style="list-style-type: none"> • A mature and personal faith, with a passion to contribute to and engage in fellowship with others.

Note: This role will involve a combination of remote and office-based working at our offices on the Surrey Research Park, in line with our Covid-19 guidelines.

4. Remuneration

- Flexibility on hours, could be 28 hours (0.8 FTE) or 35 hours (full time)
- Salary – Competitive salary with a generous non-contributory pension provision.
- Flexible working arrangements with the possibility of working up to 2 days/week from home.
- Attractive, open-plan office and surroundings at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF, with free car parking.
- Employee Assistance Programme (EAP).
- 23 days annual leave per annum (pro-rata) – rising to 26 after the first year, plus Bank Holiday entitlement.

5. Timeline, Application Process and How to apply

Timeline

Dates	Activity
4 April 5pm	Applications close
7-12 April	Thewlis Graham consultant interviewing of interested candidates
w/c 2 May	Client Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities section and the people who best meet these will be invited for an online interview with Thewlis Graham Associates.

Those candidates not invited to interview will be advised by email by mid-April.

Longlisted candidates will be advised by email. After a consultation between The Diocese of Guildford and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference Y0201: -

1. A comprehensive CV
2. A covering letter containing:
 - A covering letter which fully addresses your suitability for the role and your motivation for applying
 - Your current remunerations details and notice period, and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
3. We also ask that you complete a diversity and inclusion monitoring form, the link for which is in the next section.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.

6. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

8. Advert

Diocese of Guildford Head of HR and Safeguarding

**Competitive salary with generous non-contributory pension provision
Flexible working arrangements, Main office: Guildford**

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the north-east, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. The south-west has a more rural feel to it, but the north-east is largely suburban. The population here is greater with excellent road and rail links, particularly to London, meaning that there is much commuting within these areas. The population is just over a million, rising in line with the national rate. The average population density is above average, both regionally and nationally.

The Head of HR and Safeguarding is accountable to the Diocesan Secretary and ultimately to the Bishop of Guildford for strategic direction. They will be responsible for 8 direct line reports. It is a key internal facing position which requires the applicant to be a professional partner and support to our Bishops and Archdeacons, plus the Bishop's leadership team. They will work closely with the senior Operations team as well as all diocesan staff based at Church House Guildford. It is a parish-facing role which will require relationships with clergy across the Diocese plus engagement with Parish teams. It is also an external facing role which requires engagement with the National safeguarding team, the Diocesan Safeguarding Advisory Panel plus other external agencies.

Some of the key Responsibilities of this role:

- To ensure the provision of a comprehensive HR service to the DBF leadership team and staff.
- To ensure the provision of a comprehensive clergy appointments process for the Diocese of Guildford.
- To take all possible steps to ensure effective Safeguarding provision across the Diocese of Guildford.

Some of the key Person Specifications required for this role:

- Degree level or equivalent, Chartered Member of the CIPD.
- Extensive operational HR experience including previous experience of managing an HR team in a professional environment.
- Understanding of personalities and behavioral styles in order to work collaboratively with a variety of people.
- Strong administrative skills.
- An approach to work characterized by commitment, passion, and energy.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference Y0202. The closing date is 5pm on 4 April

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com

T: +44 (0) 20 7850 4781 E: enquiries@thewlisgraham.com
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www.thewlisgraham.com

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