

## **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](http://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](mailto:applications@thewlisgraham.com)**