



SALISBURY DIOCESAN BOARD OF FINANCE

Role Description and Person Specification

Job Title	Head of People
Team	Ministry and People
Duration	Permanent
Line Manager	Director of Ministry and People
Responsible for	People Partner – Clergy and Staff People Partner – Learning and Development and Wellbeing Racial Justice Officer Overseeing the work of other inclusion roles (voluntary/clergy/contractor)

Job Purpose

The Head of People leads the delivery of an inclusive People and HR service that supports the Diocese in fulfilling its mission through effective people practices.

Working closely with the Head of Vocations and Formation, the role provides professional leadership across employment, organisational development and workforce support for diocesan employees, while ensuring effective and appropriate advice and support is given to clergy, volunteers and parishes, recognising the differing legal, canonical and governance arrangements that apply.

Working collaboratively with ministry colleagues, bishops, archdeacons as well as senior leaders within the Diocesan Board of Finance, the post-holder contributes to the wellbeing, development and effectiveness of all those who serve the diocese.

Duties and Responsibilities

1. People Leadership and Strategy Delivery:

Lead the operational delivery of the Diocese's People Strategy, ensuring that people practices support the Diocese's vision, mission and strategic priorities. Develop and continuously improve people services, policies and processes, fostering a positive, inclusive and values-led culture across the diocesan community.

2. People Services and Employment Practices:

Provide professional leadership for all aspects of the diocese's people function, including recruitment (excluding clergy), employee relations, organisational development, learning and development, wellbeing, reward, workforce planning, HR systems and data analysis. Ensure compliance with employment legislation, Church policies and best practice, while providing expert advice on complex people matters. Oversight, management and completion of monthly payroll for both DBF Staff and Clergy.

3. Supporting the Wider Diocesan Community:

Develop and provide people support, guidance and resources for the wider diocesan family, including clergy, lay ministers, volunteers and parishes. Partner with bishops, archdeacons and ministry colleagues to support clergy wellbeing and people related matters, recognising the distinct legal and canonical status of the clergy and the independent employment responsibilities of the parishes.

4. Leadership, Partnerships and Change:

Lead and develop the People Team and collaborate closely with the Head of Vocations and Formations to build a high-performing and customer-focused service. Establish trusted relationships with senior leaders, managers and stakeholders, providing coaching and professional advice. Support organisational change, culture development and continuous improvement initiatives across the diocese.

5. Governance, Safeguarding and Risk:

Ensure effective governance of the People function through the development of robust policies, procedures and reporting. Promote safe recruitment and people practices in close liaison with Safeguarding colleagues. Monitor workforce data, manage people-related risk and ensure compliance with legal, regulatory and diocesan requirements.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

Additional Information

This role requires a high level of confidentiality and discretion and will involve dealing with sensitive data.

The post holder will model and promote the highest standards of safeguarding practice.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.

Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifying & Training	Chartered Member of the CIPD. Degree or equivalent professional qualification.	Coaching qualification. Qualification in organisational development, mediation or leadership.
Experience	Significant experience in a senior HR/People management role including managing a team of professionals and support staff. Experience of managing complex employee relations matters, organisational change and workforce planning. Experience of acting as a trusted advisor to senior leadership. Experience of managing monthly payroll processes using external providers	Experience of the Church of England. Experience of the Charity Sector. Experience supporting volunteers. Experience working with governance bodies or trustees.
Competencies (specific skills, knowledge and attributes required for the role)	Thorough and up to date knowledge of UK employment law and HR best practice. Champion of equality, diversion and inclusion. Understanding of safe recruitment and safeguarding principles.	Knowledge of the Church of England's structure and governance. Understanding of clergy terms of service, common tenure and ecclesiastical office holder arrangements. Knowledge of parish governance and PCC role as an employer.
Behavioural Requirements (generic soft skills required for the role based on the grade)	Understanding and empathy with the mission, ministry and values of the Church of England. Collaborative and inclusive leadership. High levels of integrity, professionalism and discretion.	

	Commitment to continuous improvement and excellent stakeholder/customer service. Ability to work with sensitivity and compassion in a values-based environment.	
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Employee Name:

Line Manager Name:

Signature:

Signature: