

HR Officer

Permanent, full time: 5 days per week, salary: £27,000-£34,000 + LLA £3,940 dependent on experience & CIPD qualification

We are looking for an experienced and skilled **HR Officer** with excellent interpersonal and listening skills, able to handle confidential information with respect and sensitivity and with the ability to deal with competing priorities.

The role holder will, amongst other things

- Be the first point of contact for staff with HR queries and confidential issues relating to the workplace
- Oversee all day to day HR activities that support staff in the entirety of their employment lifecycle
- Up to date knowledge of current HR legislation and its application to a faith charity, including statutory compliance areas
- Support All Souls, All Souls Serve the City and Langham Arts Trust with recruitment processes

If this sounds like it would fit your skills, then please apply! Visit our website www.allsouls.org/vacancies to see the job description with full person spec.

Please send applications to recruitment@allsouls.org and include:

- CV
- Completed application form
- Covering letter (1 side of A4) explaining why the role is of interest to you and how you meet the person spec.

- Application closure: 25 November, 5pm
- Interviews: w/c 28 November
- Start date: by agreement

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

The All Souls Church family is diverse as the global body of Christ is diverse and as London is diverse. Applications are welcome from people from ethnic groups which are a minority in the UK.
