



Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the HR Officer role with the West Midlands Methodist District! Inside this pack you will find more information about the role and how to apply, as well as an introduction to the District.

We are looking for a HR Officer to join our team to promote good HR practice throughout the District and its constituent churches and Circuits. The HR Officer will provide expert advice for line managers and provide support for all HR matters, enabling all lay staff to flourish in their roles in addition to meeting statutory and Methodist requirements. A full job description can be found on the following pages.

For an informal discussion about this role contact Lisa Murphy, District Secretary, by emailing secretary@wmmethodists.org.uk. To apply, please complete the application form available at www.wmmethodists.org.uk/vacancies and email it to info@wmmethodists.org.uk before the closing date.

We look forward to receiving your application!

About Us

The West Midlands Methodist District is being formed by the merging of the Wolverhampton and Shrewsbury and Birmingham Methodist Districts on 1st September 2025.

The West Midlands District will be:

- 320 churches grouped in 21 circuits across Birmingham, Wolverhampton and the Black Country, Worcestershire, Warwickshire, Herefordshire, Shropshire and Staffordshire.
- Diverse in ethnicity and languages, social and economic status, sexual orientation and gender identity, age and background, theological and political belief and yet called to explore and live the way of Jesus together
- serving communities in rural, inner city, market town, suburb and city centre settings from the Welsh Marches to Tamworth and Stafford to Evesham, including the cathedral cities of Hereford, Worcester, Lichfield and Coventry and the whole of the West Midlands conurbation.

The vision for the role of the new district is to:

- Enable local churches to flourish
- Connect people
- Evolve with the changing picture of Methodism
- Initiate new work
- Challenge the status quo



Job Description

Role Title	HR Officer		
Reports to	District Secretary	Location	Home based, with travel throughout the District
Remuneration	£20-25 per hour depending on experience		
Hours	21 per week	Contract	Permanent
Benefits	26 days annual leave plus bank holidays (pro rata), training and development opportunities, flexible working.		

The successful applicant will be enrolled in a contributory pension scheme. All agreed reasonable expenses will be reimbursed and a laptop provided. Appointment will be subject to satisfactory references and a DBS check.

Role Purpose and Objectives

Promoting good HR practice throughout the District and its constituent churches and Circuits, the HR Officer will provide expert advice for line managers and provide support for all HR matters.

Our aim is that support provided to employing bodies by the HR Officer will enable all lay staff to flourish in their roles, in addition to meeting statutory and Methodist requirements.

Responsibilities

Recruitment and Induction

- As part of the District Lay Employment Committee, lead on providing support to employing bodies with the preparation of job descriptions, adverts, contracts, and interview processes.
- Support employing bodies with the implementation of Safer Recruitment procedures.
- Maintain dialogue with employers to seek to ensure that required training, probationary periods and other standard procedures are implemented for new employees and line managers.

Advice and Guidance

- Give consistent advice to local churches, Circuits and the District on the full range of employment matters including recruitment, selection, induction, line management, discipline, grievance and redundancy.
- Deal with queries from lay employees regarding contracts, and associated human resources issues, rules, and regulations.
- In consultation with employing bodies, prepare and process associated paperwork for all changes in status of their employees (including recruitment, redundancy, changes

in working hours etc) consistent with immigration (Right to Work), Connexional and District policies.

- Identify the training needs of the District pertaining to HR and communicate these to the relevant parties.
- Develop and lead on training for line managers in collaboration with members of the District Lay Employment Committee.

Administration

- Maintain copies of relevant employment documents on behalf of employers.
- Arrange prior approval for all contracts, recruitments and redundancies from the District Policy Committee in accordance with Methodist Standing Order 438 A
- With District Administrators, ensure that information regarding lay employees and line managers is maintained.

Policy and Oversight

- Support the District's Lay Employment Advisor in their duties as described in Methodist Constitution Practice & Discipline
- Process documentation and prepare reports relating to HR activities (grievances, performance reviews, contracts of employment etc.) within the District.
- Ensure that advisory information produced by the District remains relevant, accessible and meets current regulatory frameworks.
- With the District Secretary, monitor and develop district employment policies.
- Develop an awareness of Methodist Safeguarding practices, undergo relevant Methodist Safeguarding training, and understand how this applies to the context.
- Attend meetings as required.

General

- Other relevant tasks as agreed with the line manager.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education & Training	GCSE English and Mathematics Grade 5 or above, or equivalent.		Q
	CIPD qualified to level 5 or equivalent.	CIPD qualified to level 7 or equivalent.	Q
Experience	Experience of recruitment and selection procedures		A I
	Experience of managing complex absence and other employment relations issues		A I
	Experience of advising managers and staff on a range of HR issues.		A I
Special Knowledge & Skills	Strong attention to detail in preparation of contracts and other documents		A I
	Working knowledge of Microsoft Office including Outlook		A
	Good working knowledge of Employment Law, including TUPE processes.		A I
	Conflict management.		A I
Special Qualities or Aptitudes	Flexibility of approach to deal with ordained ministers, lay staff and a range of volunteers.	Familiarity with the structures and processes of the Methodist Church	A I
	Experience of working to tight deadlines on a regular basis		A I
	Ability to maintain confidentiality		A I

Attributes	Essential	Desirable	Method of Assessment
	Ability to build credible relationships at all levels		A I
Any Other Requirements	Respect and sympathy for the ethos and goals of the Methodist Church.*		I

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

*Please note: Personal adherence to faith is not a requirement for this role, however we do require respect for the ethos and goals of the Methodist Church, and candidates will need to be comfortable with being present during acts of Christian worship, even though they will not be required to participate.

Safeguarding and Safer Recruitment

The West Midlands Methodist District is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Any job offer will be subject to the completion of safer recruitment processes including review of references and a DBS check.

How to Apply

Applications should be submitted electronically in Word format by email to info@wmmethodists.org.uk before the closing date and time. CVs will not be accepted.

Closing date for applications: Friday 26th September at 12 noon

Interviews to be held: Monday 13th October

Start date: as soon as possible