



HR Officer

Do you **inspire confidence** in your colleagues?

Do you **communicate effectively**?

Do you want a **new challenge**?

Rydal Hall Ltd is looking for a

HR Officer

who will

- be responsible for the smooth running of the HR function
- oversee the end-to-end recruitment process
- ensure training needs are met
- maintain leave records

This is a part-time position, up to 24 hours per week, hybrid, and flexible working available.
Salary: £25,000.00 FTE (pro rata based on 37.5-hour week) + 8.5% non-contributory pension.

Closing date for applications: Noon Monday 27th March 2023

Interviews: TBC at Rydal

For the role description & application form please visit

<https://www.carlislediocese.org.uk/vacancies/>

