

21 August 2026

www.sjp.org.uk

HR Manager (part - time: 3 days per week)

Salary: c£45k pro-rata (refer last page for further details)

Introduction

St James's Piccadilly (SJP) is an historic church in the heart of London's West End with a rich legacy spanning five centuries. Established following King Charles II's 1662 charter, the church was designed by Sir Christopher Wren and consecrated in 1684. Throughout its history, St James's has drawn creative and progressive thinkers, with associated figures including William Blake, Isaac Newton, Mary Beale and abolitionists Quobna Ottobah Cugoana and Olaudah Equiano. Today it holds a proudly and committedly activist and inclusive spirit, including active participation and leadership amongst and with LGBTQ+ communities and delivering social and earth justice projects.

Wren Project www.sjp.org.uk/wren-project/

The Wren project will be transformational for St James's. It will enable greater physical access, rejuvenate external spaces including the interior with better facilities for community work. Aligned to St James's ethos of 'radical welcome', it will offer new and unexpected ways to engage a range of diverse audiences within a Grade I listed building with a rich heritage.

The project will include upgrading the site to be fully accessible; grow and diversify its visitor base; augment its earth and social justice practice; build on St James's reputation as a space for high-quality cultural, creative and heritage

activities; shine a light on diverse stories of the site and increase organisational resilience and financial stability.

Our Vision

Rooted in God's earth, we envision a just society and a creative, open-hearted church.

Our Values

Contemplation. Action. Adventure. Kindness. Courage.

Purpose of the role

The new role of HR Manager will support the church's senior leadership (Chief Operating Officer and Rector) in ensuring that SJP's staffing is aligned to meet strategic and operational requirements throughout the Wren Project.

The role is crucial in supporting staff in navigating the changes and challenges that the project presents. In 2027 there will be transitional phase as St James's worship and current range of activities move "on the road", in collaboration with St Pancras Euston Road. This period, whilst construction works take place on site, is estimated to last for approximately two years (2027/29). Thereafter, the planning and preparation for moving back to the St James's Piccadilly site and operating new facilities to provide an expanded range of future services. (Refer www.sjp.org.uk/wren-project/) An important aspect of this role includes championing St James's values and developing a culture that support St James's vision.

Job description below

JOB DESCRIPTION

1 JOB DETAILS

Role Title: HR Manager (part-time)
Hours of work: 3 days a week (2 days to be on site)
Employment Contract: Part-time (further details on last page)

2 JOB SUMMARY (refer to Purpose of the Role above)

The core of this post at St James's is:

- a. To advise senior management on staff planning and work with them and staff on the implementation of these plans.
- b. To provide professional advice to both managers and staff on a range of HR issues: for example employee relations, performance management, recruitment and onboarding, re-organisation and consultation, training, absence management, HR policy interpretation and management, and HR administration.
- c. To champion St James's values and cultures through the understanding and modelling of them.
- d. To ensure that HR administration meets both legislative and policy requirements and HR systems and records are well maintained.

3 DIMENSIONS

Line manager is Nick Thasarathar, COO.

For the first 6 months of the HR Manager appointment the current role of HR Advisor will provide support for certain aspects of the HR Manager role. (The HR Advisor is not an employee.)

There is a close working relationship with all staff across St James's (22 staff).

4 KEY RESULT AREAS

The following are Key Results and are not an exhaustive list. This is a new role, and the successful candidate is expected to contribute to their development and progression.

Leadership, Wellbeing and Reporting:

- Work with senior leadership on the strategy and implementation for staff planning including succession planning and organisational design.

- Collaborate with senior leadership on staff engagement and well being initiatives.
- Advise and lead on initiatives creating/maintaining positive, inclusive and high performing staff.
- Prepare HR KPI reports for senior leadership.

Employee relations:

- Advise managers on positive engagement and support for staff.
- Advise managers on performance management, including advising/creating performance improvement plans as required.

Culture and engagement:

- Lead initiatives to create a positive, inclusive and high-performing workplace culture.
- Champion St James's values including equality, diversity and inclusion (EDI) and promoting employee engagement and welfare.

Policy and compliance:

- Ensure that managers and employees adhere to HR policies, provide guidance on their interpretation and application including safeguarding.
- Support the updating of current HR policies to align with current legislation.
- Ensure compliance with UK GDPR for employee data.
- Maintain up-to-date knowledge of employment legislation.

Absence and performance management:

- Provide advice on absence management, including occupational health referrals.
- Support the management of probation periods and performance improvement processes.
- Support managers and employees to maximise the effectiveness and impact of appraisals and feedback.

HR administration and Case Management:

- Handle various HR administrative tasks such as leave management, employment contracts and coordinating/managing the onboarding and exiting of employees.
- Lead on selection onboarding and an improved HR IT Platform that supports easier workforce management at all levels.
- Case management: Support formal meetings and hearings, take notes, and manage casework related to conduct, capability, and grievance matters.
- Data and reporting: Use and interpret people data to identify trends and generate management information reports to help inform proactive HR recommendations and actions.

5 REQUIREMENTS FOR THE ROLE

Knowledge and background experience, qualifications:

- Strong knowledge of UK employment law and HR best practices.
- Proven HR generalist experience (minimum 5+ years) in either an HR Manager role or an HR Advisor role. (Desirable: experience in the charity sector.)
- Experience of development and implementation of organisation culture and values work. (Desirable: experience in the charity sector.)
- A proven track record of successfully providing HR support, advice and guidance for change/growth projects. (Desirable: experience in the charity sector.)
- CIPD certification – Level 5 or in the process of completing it.
- Previous team leadership experience. (Desirable)
- Safeguarding experience – involvement with processes and procedures.

Skills and attributes:

- Excellent communication and problem-solving skills.
- Active listening: hearing people's perspectives and understanding workplace needs.
- Conflict resolution: ability to mediate fairly and constructively and facilitate difficult conversations.
- Demonstrable knowledge of the principals involved in giving advice and guidance to staff including the place of confidentiality.

- Confident coaching and proactively supporting both managers and staff.
- Emotional Intelligence: ability to handle sensitive and complex situations with empathy and professionalism.
- Exceptional communication with diverse groups both oral and written.
- Organised and effective with the ability to work to deadlines.
- Ability to work constructively as part of a team and on your own.
- Ability to self-manage and prioritise workloads effectively using initiative.
- Proactive, flexible, adaptable and compassionate.
- Comfortable working with HR systems, data and Microsoft Office.

Candidates do not have to identify as Christian or belong to a religious faith, but the successful candidate will be in sympathy with and will actively promote St James's ethos and values.

Role requires undertaking specified safeguarding training through the Diocese of London.

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

6 EMPLOYMENT DETAILS

Contract type: Employment contract - 6-month probation: 21 hours (3 days per week of which 2 days to be on site)

Remuneration: c.£45,000 pa full time equivalent: .6 pro-rated, 7.5% pension contribution by St James's with 0.5% contribution by the employee (pro-rated .6 of full time equivalent 25 days annual leave plus public holidays)

7 APPLICATION PROCESS

Please submit a 2-page CV and a 2-page cover letter outlining your skills and experience and why you think you are suited to the role to Jane Gray, HR Advisor hrjobs@sjp.org.uk by midday Friday 11 September 2026 (job description including person is on the website). Shortlisted candidates will be asked to complete an application form in due course.

Interviews are planned for Tuesday 22 September. Aiming for a start date as soon as possible.