

# DIOCESE OF SALFORD

Cathedral Centre • 3 Ford Street • Salford M3 6DP • Tel: 0161 817 2222 • [dioceseofsalford.org.uk](http://dioceseofsalford.org.uk)

April, 2019

Dear Applicant,

Firstly, thank you for your interest in the post of Human Resources Manager for the Roman Catholic Diocese of Salford. This is a newly created post offering candidates with an exciting opportunity to take a leading role in shaping and developing the HR services and the support offered to the central services and parishes of the diocese.

The successful candidate will help us achieve our vision of restructuring our HR functions and they will play an integral role in implementing positive changes to ensure the improvement of services across the diocese.

For your information, I enclose the following documents:

- Job description, person specification and privacy notice in relation to the role.
- Application Form

(If this letter has been generated electronically, the application form will be attached in a format which can be amended for submission).

**Please read the above information documents carefully before proceeding with your application.**

If you wish to apply for the post, please complete the attached/enclosed application form by 12 noon on the closing date for applications which is 29<sup>th</sup> April, 2019. Applications should be clearly marked with the post you are applying for and addressed for the attention of the Director of Administration and Personnel.

If you wish to submit your application form electronically, you will be asked to sign a copy of this in the event that you are requested to attend an interview.

Short-listed candidates will be invited to complete some preliminary exercises online in advance of attending an interview. Interviews will take place at the Cathedral Centre, Salford. Interviews will take week commencing 6<sup>th</sup> May, 2019.

If you are invited to attend, you will be required to provide evidence of your professional qualifications and memberships.

We welcome applications from those with disabilities. Should you require any reasonable adjustments to be made in the event that you are invited for interview you will be invited to notify us of these if you are short-listed for the post.

**Patrick O'Dowd**

**Director of Administration and Personnel**

Office for Finance and Administration

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The Diocese of Salford is committed to safeguarding and promoting the welfare of children and vulnerable adults. An Enhanced Disclosure by the Disclosure and Barring Service will be required to fulfil the requirements of this post.

Should you have any further questions about this post please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, reading "Patrick J O'Dowd". The signature is written in a cursive style with a period at the end.

**Patrick J O'Dowd**  
Director of Administration and Personnel