

APPLICATION AND EMPLOYMENT INFORMATION

Background

The diocese's income stream from parishes from Parish Contributions is critical to its ability to fund ministry in local churches through paying clergy and providing support for ministry. Over the last few years the diocese has been working towards the implementation of a new framework for parish ministry known as Minster Communities. As this work begins to take hold and more Minster Communities are formed, it is vital that confident engagement takes place with parishes in a focused way to strengthen the culture of Christian giving in the diocese.

The Parish Giving Officer will report to the Director of Finance but also work closely with colleagues in the Parish Transition and Ministry Development team as well as the archdeacons to ensure that giving is seen as part of discipleship. Alongside development of a culture of generosity there will be targets for increased giving so that Minster Communities are able to meet the costs of their ministry.

In addition to these relationships with colleagues there is also administrative support available from the Chief Executive's Office.

More information about the Diocese of Leicester can be found on our website:

<https://www.leicester.anglican.org/>

If you don't know much about the Church of England then the C of E website may also be a useful source of information:

<https://www.churchofengland.org/>

How to apply

Applicants are required to apply through the Pathways recruitment website.

The names of three referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment. References will be taken up after interview.

The closing date for applications is Sunday 29th June.

To arrange an informal conversation about the post contact Simon Wilson:

simon.wilson@leicestercofe.org

Shortlisting will take place in the days following the closing date and every effort will be made to contact applicants as soon as possible after that date.

Interviews will take place at St Martins House in central Leicester on Wednesday 9th July.

Other Information

Employment status This is a permanent post. The Archdeacons' Executive Assistant will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ.

Salary £40,000 per annum depending on experience and qualifications.

Hours This is a full-time post (35 hours per week). Normal working times are 8.30am to 4.30pm Monday to Friday.

Flexible working This is an office based post but with significant parish travel.

Pension Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.

Annual leave 25 days plus Bank Holidays.

Probationary period 6 months

Anticipated start date Autumn 2025

The successful applicant will also need to provide proof of right to work in the UK before taking up post.

We encourage applications from UKME/GMH candidates, who are currently under-represented in the organisation.

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business. A Basic DBS is required for this post.