



THE CHURCH
OF ENGLAND

Diocese of Leeds

Candidate Pack

Be part of the Diocese of Leeds



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Welcome



Diocese of Leeds



Thank you for considering whether we might be a place you wish to work. The Leeds Diocesan Board of Finance (LDBF) exists to serve the mission and ministry of the Diocese of Leeds. We are a small but committed team, working behind the scenes so that parishes, clergy and lay leaders across our diverse diocese can focus on what matters most.

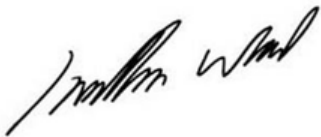
Ours is a diocese of remarkable breadth — rural and urban, historic and pioneering, deeply rooted and forward-looking. Our work reflects that richness. Alongside creative work to train, teach and inspire engagement with our communities, we steward resources carefully, strengthen governance and provide professional support across safeguarding, education, finance, property, church buildings, HR and systems. We do this not as a remote back office, but as active partners in the life and mission of the diocese.

We are committed to creating a culture that encourages confidence both across the diocese and within the office. Our work is shaped by the diocesan values of loving, living and learning: loving in the way we work with and support one another; living with integrity; and learning through reflection, development and openness to change. We want people to feel trusted, supported and equipped to do their best work.

We place a high value on collaboration. People here are encouraged to think clearly, act responsibly and build strong relationships. We are serious about good governance and financial sustainability, but we are equally serious about kindness, integrity and shared purpose. We want our work together to be effective, genuine and rooted in our Christian values.

Leeds DBF is an organisation that continues to grow and develop. We are improving systems, clarifying ways of working and investing in people — not for the sake of change itself, but so that we are better equipped for the challenges and opportunities ahead. We welcome thoughtful challenge, fresh perspectives and a willingness to learn.

If you are motivated by purpose, enjoy working with others, and want your skills to support something larger than yourself, we would be delighted to hear from you.

A handwritten signature in black ink, appearing to read 'Jonathan Wood', written in a cursive style.

Jonathan Wood
Chief Executive

Our Diocese



Diocese of Leeds

The Diocese of Leeds is a “young” diocese, which was created on Easter Day 2014 and covers a wide geographical area.

The Rt Revd Dr Toby Howarth is the interim Diocesan Bishop of Leeds. The Diocese of Leeds is comprised of 5 “Episcopal” Areas: Bradford, Huddersfield, Leeds, Ripon, and Wakefield.

Church House is located on York Place in Leeds City Centre, close to the train station. 90% of staff are based here including the following departments:

- Administration
- Church Buildings & Pastoral Reorganisation
- Communications
- Diocesan Secretary & Governance
- Education
- Finance
- IT
- Ministry & Formation
- Mission & Revitalisation
- People
- Property
- Safeguarding
- Stewardship



The Diocese of Leeds covers a region whose economy is greater than that of Wales.

The Diocese is one of the largest dioceses in England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400.

The Diocese contains major cities (Bradford, Leeds, Wakefield), large industrial and post-industrial towns (Halifax, Huddersfield, Dewsbury, Barnsley), market towns (Harrogate, Skipton, Ripon, Richmond and Wetherby), and deeply rural areas (the Yorkshire Dales). All of life is here, along with all the richness, diversity and complexities of a changing world. 303 clergy and curates minister in 441 parishes, alongside 232 church schools.

The Diocese is unique in having three cathedrals: Bradford, Ripon and Wakefield. There are Minsters in Dewsbury, Halifax and Leeds. Each cathedral serves the Diocese, aligns its vision with the Diocese and Bishop, and attends to the distinctive nature of its particular context.



Our Values



Diocese of Leeds

Our Values are at the heart of everything we do. Our Values, 'Loving, Living, Learning' emerge through our work to provide a simple lens through which people – both inside and beyond the church – can see who we are and what we are about as a church and diocese.

Loving. Living. Learning.

Loving

Our experience of God's love compels us to show compassion to all and build outward-looking communities

Living

We –

- celebrate the abundance of life and promote human flourishing
- engage with the world and work for its transformation
- challenge injustice
- respect and protect the environment for this and future generations

Learning

We're confident in what we know,

- but we're always listening – to God, the world and each other
- and we're always learning – alert to Jesus Christ's challenge to live differently

Our Strategy



Diocese of Leeds

The Diocese of Leeds has a vision for confident Christians, who are part of growing Churches and transforming communities.

Barnabas is about Encouraging Confidence in the way in which the Diocese of Leeds wants to support churches to move forward in mission, ministry and sustainability, in a way that is prayerful, intentional and, within the grace of God, possible.

Over the next 10 years our strategic aim is to be a diocese:

- Confident in our mission - supporting churches to become confident in their purpose, and able to use their building, financial and time resources to achieve this.
- Confident in our future - ensuring the diocese becomes sustainable, building on the work of the last few years to be efficient as well as effective.
- Confident in our leadership - giving support around leadership for everyone involved in serving in our churches.
- Confident in our witness - encouraging support for all to be confident in living and telling the good news of Jesus in a rapidly changing world, particularly reaching children and young people.

These four strategic pillars provide a structure and a focus for our vision. The pillars ensure we can align efforts through effective communication and implementation of our priorities.



Barnabas

ENCOURAGING CONFIDENCE

*What we
can offer
you*



Diocese of Leeds



The Diocese of Leeds is proud to be recognised as one of the top ten charities in the UK to work for, according to Best Companies. We were ranked:

- 6th best charity to work for in the UK,
- 14th best company to work for in Yorkshire and the Humber,
- 21st best small company to work for nationally.

These achievements reflect the positive culture we strive to create - one where colleagues feel supported, welcomed and able to thrive in their roles. Our engagement survey highlighted our strong commitment to staff wellbeing, professional growth, and maintaining a socially responsible organisational ethos.

This award shows how much people love working here. As an organisation, we are really grateful to everyone who contributes to make our organisation a place where people feel welcomed, supported and encouraged. Our line managers deserve a lot of credit for living out our values in all they do.

Our flexible working practices (including our 50/50 home/office hybrid model), commitment to excellent workplace facilities, and our active staff groups - including the Social Group and Staff Engagement Forum - help foster a collaborative, supportive and enjoyable place to work.

We are proud to have achieved 2-star accreditation from Best Companies, demonstrating 'outstanding' levels of workplace engagement.

We also take pride in being a Good Business Charter accredited organisation, demonstrating our commitment to responsible and ethical business practices. This means we meet high standards across areas such as employee wellbeing, diversity and inclusion, responsible sourcing, environmental responsibility, and fair tax.

We are also a Real Living Wage (RLW) employer and by choosing to pay it voluntarily, we ensure that everyone working for us receives fair pay that supports a decent standard of living. Together, these accreditations reflect our dedication to being an organisation where people feel valued, supported, and empowered to thrive.

The open plan office and kitchen area breaks down any barriers between staff and SLT. This makes having a brief conversation with SLT or the CEO easy and therefore, if there are any issues it is easy to approach the relevant member of SLT. The vision and strategy is clear and simple. It is lived out by most employees and this creates a great workplace to be in. It is a very friendly and caring workplace that supports individuals and groups.

'The people that work at the Diocese are very friendly and willing to offer help. The culture is inclusive and encouraging the flexibility of flexi-time and remote working, and work-life balance is better than anywhere I've worked before.'

Overall, the people who work here appear to be genuinely nice and willing to help. The environment is casual and encourages communication between departments.

'The staff are lovely and the engagement activities we hold make this place unique and a nice place to work for.'

'We have a great culture. People are very friendly and help each other. There is an emphasis on wellbeing. Senior leaders are not invisible, they are approachable and opinions can be heard. I think our organisation does really good work and we have good values. The office is a great space to work in. Hybrid working, and the flexible approach and trust placed in staff to do their job, is really positive. I love that we close over Christmas.'

THE PEOPLE!

4 Christmas
Customary
Closure Days

Generous
Annual Leave
Allowance

35 Hour
Working Week

50/50 Hybrid
Working

Flexi Time and
Flexible
Working

Family and
Menopause
Friendly

EV Salary
Sacrifice Car
Scheme

Corporate
Season Ticket
Discount

Cycle to Work
Scheme

Living Wage
Employer

Non-
contributory
Employer
Pension

Employee
Discount
Platform

Free Tea &
Coffee

24/7 Employee
Assistance
Programme

Social Activities

The Role



Diocese of Leeds

Job Title: Lay Training Officer

Accountable To: Lay Training Team Leader

Key Relationships:

The role involves building productive working relationships with a wide range of individuals/organisations. The core relationships include:

- Lay Training Team
- Volunteer Tutors
- The Diocesan Formation Team
- The Barnabas Programme Team

Background

The Lay Training Officer is a member of the Diocesan Lay Training Team. This in turn forms part of the wider Diocesan Formation Team, which works to support and enable vocational exploration, equip discipleship in everyday life, and provide inspirational training for lay and ordained roles across the diocese. All of these aims describe our ambition to encourage confident Christian faith and ministry.

Collaborative working is crucial to the effectiveness of this role, both within the Formation team and in the way we relate to other teams, particularly those working within the Barnabas team to encourage Christian confidence across our churches.

The Lay Training Team is committed to lay ministry and whole life discipleship, as described in the Setting God's People Free report. We encourage life-long learning for discipleship. We understand our role as supporting parishes in encouraging lay people to grow and flourish in discipleship and ministry. We model this by being open to life-long learning ourselves.

For example, members of our team are strongly encouraged to undertake the Formation for Enabling Ministry course.

In the Lay Training Team we deliver training for locally commissioned lay ministry pathways, such as Lay Worship Leaders, Lay Pastoral Ministers, Eco Mission Enablers and Occasional Preachers (<https://leeds.anglican.org/how-we-can-help/training-for-ministry/pathways/>) in which we aim to equip our churches with high quality lay ministers who can in turn inspire others in their discipleship and ministry.

More widely, we are passionate about our focus on enabling everyday discipleship through an ever-growing selection of self-paced and taught short courses, (<https://leeds.anglican.org/how-we-can-help/training-for-ministry/training-programmes/selfpaced-courses/>). These are available for self-enrolment on our Virtual Learning Environment, Moodle and allow participants to work through them at a time that is convenient to them.

The successful applicant will have a passion for lay ministry in all its forms: developing training activities, writing course materials and managing and developing teams of volunteer tutors as well as being an inspiring trainer themselves. They can expect to contribute to training activities led by colleagues, within and beyond the lay training team. They will collaborate closely with wider diocesan initiatives, such as the Barnabas programme, spotting synergies and seeking to share best practice across close working relationships. We are a small team and so we aim to model a collaborative approach to everything we do.

Our diocese is large and complex, with a huge variety of needs. The Lay Training Team needs to be responsive and comfortable working in a fast-changing environment. We have recently piloted hybrid training to enable widened access for those who find travel to central locations difficult and have poor internet access.

The Lay Training Team is inspired by a vision of enabling the ministry of the whole people of God, lay and ordained. A core aspect of this is our emphasis on widening participation, because 'the whole people of God' must mean just that! To ensure the breadth of opportunity, we offer a mixture of in-person, online and hybrid training, aided by a Moodle based virtual learning environment.

This has proved successful, so it is likely that we will be looking to scale up our hybrid options in the future. Our commissioned ministry training pathways are also being streamlined so that our courses are formational and vocational in their first term, and the successful candidate must be alive to being part of thinking through and implementing these changes along with the Lay Training Team Leader. As a team, we never stand still – our work and our roles evolve to fill the needs of our churches as we strive to provide high quality resources to best equip fellow disciples across the diocese. If you need to know exactly what your role will entail in a year's time, this is probably not the job for you!

The Lay Training role requires some weekend working (Saturdays and Sundays) as well as evening commitments. It is based at Church House, Leeds, but requires travel across the diocese.

Overall Purpose

- To foster confident, creative Christian disciples and lay ministers by contributing to the development and delivery of inspiring and enabling lay training pathways, activities and learning resources.
- To work collaboratively as a member of the lay training team and closely with the wider Formation team and other teams in the diocese, especially the Barnabas Team.

Key Responsibilities

- Responsibility for the management, development, staffing and delivery of designated lay training pathways, online and in-person, managing volunteer tutors as appropriate.
- Facilitate and contribute to Continuing Ministerial Development of commissioned lay ministry practitioners, including convening and enabling online learning communities.
- Play a leading role in resourcing lay discipleship in parishes and diocesan-wide and contributing to diocesan discipleship initiatives.
- Contribute to the development of new lay training initiatives, including courses designed/adapted for local and parish-based delivery with 'train the trainer' support.
- Contribute to harnessing the potential of the diocesan Moodle based virtual learning environment to resource lay ministry and discipleship, including through the development of self-paced online courses.
- Contribute to the project of widening access to the whole people of God so that none are excluded from the opportunity of discipleship and ministry.
- Work collaboratively with other diocesan teams, facilitating an integrated approach to nurturing lay ministry and discipleship.
- Model a passionate lifelong learning approach.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

- Work collaboratively with other diocesan teams, facilitating an integrated approach to nurturing lay ministry and discipleship.
- Model a passionate lifelong learning approach.

Person Specification

Qualifications Training and Experience	<p>The Lay Training Officer should be able to provide evidence of the following:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none">• A degree, preferably in theology or a related discipline, or significant life experience in thinking theologically.• Experience of enabling lay ministry and whole life discipleship.• Experience in discipling/encouraging adult learners. <p><i>Desireable:</i></p> <ul style="list-style-type: none">• Experience of working with a range of educational levels and learning styles in the planning and delivery of training.• Ability to think creatively about issues around widening access to training/development.• Experience in managing volunteer staff (most of our tutor team are volunteers).
Skills, knowledge and aptitudes	<p>The Lay Training Officer should have:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none">• Capacity to deliver effective training in person and online, with a willingness to develop expertise in digital and hybrid learning.• Good communication, interpersonal and pastoral skills, with capacity to facilitate diverse reflective practice learning groups.

Person Specification

Skills, knowledge and aptitudes Continued	<ul style="list-style-type: none">• Self-motivation with the ability to work well both independently and as part of a team.• Ability to work collaboratively and forge effective working relationships with a range of stakeholders. <p><i>Desirable:</i></p> <ul style="list-style-type: none">• Familiarity with a variety of models of Anglican ministry and diverse ministry contexts, with a good working knowledge of the Church of England
Disposition and Attitude	<p>The Lay Training Officer should be:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none">• Committed to lay ministry and whole life discipleship, as described in the Setting God's People Free report.• A Lifelong Learner – able to model this, e.g. being willing to undertake Formation for Enabling Ministry course.• A team player, able to work supportively as a team member.• An encourager, able to work with volunteer tutors and our students effectively.• A missional outlook, with an understanding that prayer is at the heart of all we do.• Empathy with the faith and mission of the Church of England.

Person Specification

Special Requirements	The Lay Training Officer should have the: <i>Essential:</i> <ul style="list-style-type: none">• Willingness to work outside office hours (evenings and weekends).• Ability to travel across the diocese as required.
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How to apply



Diocese of Leeds

To arrange an informal discussion please contact:

Helen.Collings@leeds.anglican.org

Closing date: Midnight of 31 May 2026

Shortlisting: 2 June 2026

Interviews: 11 June 2026 at Church House, 17-19 York Place,
Leeds LS1 2EX

Get in touch



Diocese of Leeds

We are here to help with any questions or enquiries you may have about the role.



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