



THE CHURCH  
OF ENGLAND

Diocese of Leeds

# *Candidate Pack*

Be part of the Diocese of Leeds



# *Contents*

Welcome.....	3
Our Diocese.....	6
Our Values.....	9
Our Strategy.....	11
What we can offer you.....	13
The Role.....	17
How to apply.....	23
Get in touch.....	25



# *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:** New Congregations Lead (P/T 0.5)

**Accountable To:** Director of Mission and Revitalisation

**Key Relationships:**

- Director of Mission and Revitalisation
- Barnabas Programme Team
- Project Lead: Reaching and Discipling Children and Young People
- Sustainability Manager: Reaching and Discipling Children and Young People
- Project Lead: Equipping and Empowering Lay Leadership.
- Data Manager

**Main duties and Responsibilities**

As part of the Barnabas Programme team to deliver the following:

- An initial deep dive into existing new congregations as identified by Statistics for Mission to investigate discipleship, leadership and stewardship pathways within.
- From the initial research, discern stories that can be told to encourage others to start new congregations that are sustainable.
- Develop resources to support discipleship (including financial) and leadership using both existing Diocesan resource and partnerships in the wider church.
- Be a link to Fresh Expressions, Greenhouse , Myriad Collective and other new worshipping community initiatives.
- Be a source of wisdom around resources available to support new congregations.
- Support the work of the Reaching and Discipling Children and Young People project and Lay leadership development hubs in giving bespoke advice on the development of new congregations as part of those programmes.

## Key Tasks

### Supporting Existing 'new congregations'

- To establish a clear picture of discipleship, leadership and stewardship within new congregations.
- To work with designated new congregations to move them towards effective discipleship, making use of external resource where possible (e.g. Myriad, Greenhouse).
- To work with the Barnabas and other Church House teams to develop leadership training for new congregations where this is best developed in house.
- To encourage good practice in story sharing, reporting and development.
- Ensure clear record keeping of all new congregations via the Diocesan CRM.

### Supporting emerging new congregations

- To work alongside the Reaching and Discipling Children and Young People project team to add value and expertise to the development of new congregations emerging from this project: with a particular view to embedding discipleship and generosity.
- To work alongside the Equipping and Empowering Lay Leadership project team to add value and expertise to the development of new congregations emerging from this project: with a particular view to embedding discipleship and generosity.
- To engage in conversations with other Northern Provinces to share learning.
- To create a dynamic package of supportive resources for these and other emerging new congregations.
- With the wider Barnabas Programme Team, to support the small grants for new congregations scheme.

- To work alongside the Barnabas Programme team to ensure clear reporting of progress in new congregations.
- To track and monitor progress of all new congregations via CRM.

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.

## Person Specification

<b>Christian Experience and Knowledge</b>	<p>The New Congregations Lead should:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Be a committed and baptised Christian</li><li>• Have Experience of starting a new congregation/ new worshipping community</li><li>• Have willingness to work within the authority of the Church of England, including across theological and ecclesiological breadth</li></ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"><li>• Have experience of working across church traditions</li><li>• Have understanding of the theology of church planting</li></ul>
<b>Vision</b>	<p>The New Congregations Lead should:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Have a vision for the potential that new congregations have to engage and develop new people as lifelong disciples.</li><li>• Have a passion for healthy church development</li></ul>

## Person Specification

<b>Personal Qualities</b>	<p>The New Congregations Lead should:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Have the ability to take initiative and work without close supervision</li><li>• Have the ability to establish strong working relationships with colleagues and stakeholders at all levels.</li><li>• Have excellent communication skills, both written and verbal</li><li>• Have good administrative, communication and organisational skills</li><li>• Have proven ability to collate data and interpret it in order to develop good practice more broadly.</li></ul>
<b>Skills and Experience</b>	<p>The New Congregations Lead should have:</p> <p><i>Essential:</i></p> <ul style="list-style-type: none"><li>• Skills in developing and encouraging volunteers</li><li>• A track record of working collaboratively</li></ul> <p><i>Disireable:</i></p> <ul style="list-style-type: none"><li>• Experience of managing and monitoring projects</li></ul>

# *How to apply*



Diocese of Leeds

To arrange an informal discussion please contact:

[Jude.Smith@leeds.anglican.org](mailto:Jude.Smith@leeds.anglican.org)

Closing date: Midnight of 17 May 2026

Shortlisting: 18 May 2026

Interviews: 26 May 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.



[Jude.Smith@leeds.anglican.org](mailto:Jude.Smith@leeds.anglican.org)



0113 353 0281



[www.leeds.anglican.org](http://www.leeds.anglican.org)



Church House  
17-19 York Place, Leeds, LS1 2EX

Follow us on social media:



Diocese of Leeds, Church of England



[@leeds.anglican.org](https://twitter.com/leeds.anglican.org)



[@leedsCofE](https://www.instagram.com/leedsCofE)



[@leedsCofE](https://www.x.com/leedsCofE)



[@leedsCofE](https://www.youtube.com/leedsCofE)