

Contents

Welcome.....	3
Our Diocese.....	6
Our Values.....	9
Our Strategy.....	11
What we can offer you.....	13
The Role.....	18
How to apply.....	26
Get in touch.....	28





THE CHURCH
OF ENGLAND

Diocese of Leeds

Candidate Pack

Be part of the Diocese of Leeds



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.

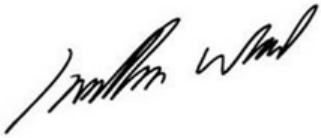
Ours is a diocese of remarkable breadth — rural and urban, historic and pioneering, deeply rooted and forward-looking. Our work reflects that richness. Alongside creative work to train, teach and inspire engagement with our communities, we steward resources carefully, strengthen governance and provide 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 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 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.

We are proud signatories of the Menopause Workplace Pledge, demonstrating our commitment to creating a supportive and inclusive workplace for colleagues experiencing menopause. By signing the pledge, we recognise the impact menopause can have on people's working lives and are committed to fostering understanding, raising awareness, and ensuring colleagues feel supported to thrive at work. This reflects our broader commitment to wellbeing and creating a workplace where everyone feels valued and respected.

As a Disability Confident Committed Employer, we are dedicated to attracting, recruiting and retaining talented people from all backgrounds, including disabled people and those with health conditions. The scheme supports employers to think differently about disability and take positive action to remove barriers in the workplace. Our commitment helps ensure that everyone has the opportunity to fulfil their potential and contribute fully, creating a more diverse, inclusive and equitable organisation.

Don't just take our word for it...

Our recent employee engagement survey demonstrated high levels of engagement and satisfaction across the organisation. The comments below provide a snapshot of what our colleagues value most about working here and why the Diocese of Leeds is such a rewarding place to build a career.

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: Encouraging Parish Mission Lead

Accountable To: Director of Mission and Revitalisation

Key Relationships

- Director of Mission and Revitalisation
- Barnabas Programme Team
- Director of Formation
- Children, Young People and Families Lead
- Lay Leadership Programme Lead

Primary Purpose of Role

The Barnabas transformation programme began in 2023. In three years over 60% of parishes have engaged with part of the Barnabas offer, which seeks to support churches, parishes and benefices to become more confident in their mission, leadership, future and witness. Barnabas offers several streams of support, from help with buildings through to support for starting new congregations.

The Encouraging Parish Mission Lead will play an integral part in the delivery of the overall Barnabas programme. The role exists to lead on a stream of work which is about encouraging church teams (both clergy and lay people together) to engage in appropriate and sustainable mission. The Encouraging Parish Mission lead will work closely with the Director of Mission and Revitalisation and the Barnabas Programme Co-ordinator to ensure that parishes can access Barnabas support as they think about mission opportunities, develop leadership capacity and seek to launch new congregations.

Key Responsibilities

The Encouraging Parish Mission Lead will carry responsibility in four overlapping areas.

Compass and Mission Action Planning

Compass is a diagnostic tool which we have developed to help parishes identify their strengths, areas for growth and sources of support to take the next step in mission.

- With the DMR and Barnabas Co-ordinator to ensure Compass is regularly updated: particularly in relation to wider resources for support.
- To continue to develop a group of people who can facilitate Compass sessions.
- To develop and maintain a further resource bank of wider mission action planning tools.

Mission Accompaniment

Mission accompaniment is our term for offer trained individuals to churches/ parishes/ benefices to help them work through next steps in mission (this can be everything from facilitating an away day to working with a church over six months to develop plans)

- To be the initial point of contact for mission accompaniment.
- To build strong relationships with the volunteer mission accompaniers, offer twice yearly gatherings and ongoing training.
- To further develop the accompaniment team (from volunteer pool and church house teams).
- To be available for two mission accompaniments each year.

Parish Mission Support

Personal Growth and Leadership (PGL) is a six session (over six months) course that has been developed in the Diocese. It has been successful in the Bradford EA and we are hoping to deliver this programme across the diocese. We also send all clergy on a national Leading Your Church into Growth Course.

- To take the lead on the adoption of PGL as our home grown course for developing leadership confidence in church teams.
- To work with the Director of Mission and Revitalisation and the PGL team to make PGL As accessible as possible.
- To signpost to other resources for supporting church teams (eg PCC Tonight, Emotionally Healthy resources, LYCiG Local etc)
- To work with colleagues to ensure that LYCiG national courses are followed up and churches can develop a plan following the course.

New Congregations

Since 2023, over 100 new small congregations have started in the Diocese. These are worshipping communities that are governed under usual PCC arrangements.

- To work with the Director of Mission and Revitalisation to devise appropriate training and support new congregations in terms of developing leaders and financial sustainability.
- With the Barnabas programme co-ordinator, to publicise, administer and monitor the small grants programme.
- To develop links to wider support for new congregations (including national initiatives)
- To ensure stories of new congregations are captured and referred to the communications team.

- Over time to ensure that this coheres with new congregations emerging in the Reaching and Discipling Children and Young People and Equipping and Empowering Lay Leadership programmes.

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

Qualifications	The candidate should be: <i>Essential:</i> • Educated to degree standard or equivalent <i>Desirable:</i> • Have a Theological qualification
Christian Experience and Knowledge	The candidate should be: <i>Essential:</i> • Confirmed and Baptised Christian • Experience of work (paid or voluntary) within a church setting. • Willingness to work within the authority of the Church of England, including across theological and ecclesiological breadth. • Understanding of the theology of church growth and church planting <i>Desirable:</i> • Experience of working across church traditions

Person Specification

Skills and Experience	Candidates should have: <i>Essential:</i> • Skills in developing and encouraging volunteers • Demonstratable skills in co-ordinating group activities/learning • Track record of working collaboratively <i>Desirable:</i> • Experience of managing and monitoring projects
Vision	Candidates should have: <i>Essential:</i> • A commitment to the flourishing of churches of all sizes and traditions • A passion for healthy church development • A demonstrable commitment to encouraging confidence within the life of individuals and groups.

Person Specification

Personal Qualities	The candidate should have: <i>Essential:</i> • Ability to take initiative and work without close supervision • Ability to establish strong working relationships with colleagues and stakeholders at all levels. • Excellent communication skills, both written and verbal • Good administrative, communication and organisational skills • Ability to work flexibly and at pace
Special Requirements	Candidates should have: <i>Essential:</i> • Have the ability to travel throughout the Diocese (including evenings and weekends). • There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

How to apply

Diocese of Leeds



To arrange an informal discussion please contact:
jude.smith@leeds.anglican.org.

Closing date: Midnight 2 September 2026

Interviews: 14 September 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



0113 353 0281



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)