THE CHURCH OF ENGLAND

Diocese of Leeds

Candidate Pack

Be part of the Diocese of Leeds



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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.

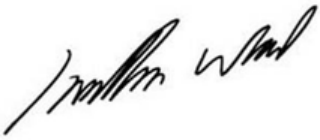
Ours is a diocese of remarkable breadth — rural and urban, historic and pioneering, deeply rooted and forward-looking. Our work reflects that richness. Alongside creative work to train, teach and inspire engagement with our communities, we steward resources carefully, strengthen governance and provide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



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:

- Adminstration
- 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 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: Net Zero & Church Buildings Officer
35 hours per week, Fixed term for 2.5 years
(or until 30 June 2026)

Accountable To: Team Leader – Church Buildings and Pastoral Reorganisation

Key Relationships:

- Church Buildings and Pastoral Reorganisation Team
- Director of Mission and Revitalisation
- Carbon Net Zero Programme Manager and other Net Zero colleagues
- Parish clergy
- Churchwardens, PCCs and other volunteers
- External consultants and contractors
- Archdeacons and their teams
- Diocesan Advisory Committee for the Care of Churches
- Diocesan Environment Programme Group
- Diocesan Stewardship Team
- Regional and national colleagues

The team

The Church Buildings and Pastoral Reorganisation Team brings together the statutory functions of the Diocesan Advisory Committee for the Care of Churches (the DAC) and the Missional & Pastoral Committees (M&P), enhanced with nationally funded roles to enable proactive support on buildings matters.

The DAC officers administer, within the diocese, the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015 (as amended 2023). This is the statutory legal framework which sets out and regulates the process that must be followed when Parochial Church Councils wish to carry out work to church buildings or church grounds.

The M&P officers deal with matters of pastoral reorganisation, including the closure of church buildings, under the Mission and Pastoral Measure 2011. Pastoral reorganisation can be driven by a number of things but one of the key factors is making appropriate use of available ministry resources in relation to Mission and Pastoral needs.

The work of the DAC increasingly intersects with the wider aim of the diocese to reach net zero carbon emissions and encourage a greater environmental awareness across its areas of influence. Church buildings are identified within the Church of England's activities as a significant contributor to carbon emissions, presenting a need for parishes to be empowered by advice and support to address this positively.

Job Purpose

This role sits in the heart of the team and is the interface with those we seek to serve in two important areas – that of making changes to buildings, and of doing so in a way that aligns to our commitment to reducing carbon emissions. It does this by:

- Encouraging and supporting Parochial Church Councils (PCCs) towards achieving the 2030 net zero carbon aim for church buildings and church halls, by providing and developing accessible resources, enabling peer support, and offering bespoke advice as needed;
- Working with colleagues to support PCCs in navigating permission processes, including submissions to the Diocesan Advisory Committee for the Care of Churches (the DAC), and particularly those relating to net zero carbon works to church buildings and church halls;
- Playing a lead role in ensuring effective administration to support all statutory work of the team and to maintain clear records, including for monitoring of grant-funded work;

- Supporting the delivery of the overarching diocesan net zero carbon strategy (the Saving Creation Action Plan) by contributing to high-quality data collation, collaborative working across teams, and clear communication on available resources and key successes.

Key Responsibilities

Resource and information delivery

- Maintain and update the Church Buildings and Pastoral Reorganisation pages of the diocesan website, and work with colleagues across other teams for ease of navigation to adjacent information;
- Maintain awareness of changes to national net zero guidance and other buildings matters via regular newsletters and updates, supporting colleagues to ensure these are communicated to PCCs;
- Develop and promote diocesan guidance and case studies;
- Develop and deliver training on net zero carbon as it relates to church buildings;
- Maintain diocesan list of inspecting architects and surveyors, including handling requests for additions of new architects;
- Enhance list of contractors with specialist experience of church buildings, with a particular focus on building up trusted suppliers for net zero and retrofit works;
- Act as team liaison with Communications team to ensure that relevant stories and information are distributed to PCCs via various communications platforms

Individual church support

- Provide advice and guidance to PCCs on matters relating to church buildings and churchyards, with a focus on queries relating to net zero carbon and environmental matters, working with colleagues to ensure incoming calls, emails and letters are dealt with promptly and accurately;

- Assist PCCs in accessing professional advice and reports, including use of consultants engaged by the diocese where appropriate;
- Connect PCCs with other churches for peer support, including supporting the Team Leader in delivery of a learning community for net zero matters;
- Support PCCs in using online platforms for submission of applications for faculties and List Bs (Archdeacons permission)
- Review allocated faculty and List B applications to provide feedback (providing assistance in developing paperwork as necessary), and to ensure adequate information has been submitted, referring to specialist DAC advisors as needed;
- Working with the Stewardship Team, signpost PCCs seeking grant funding;
- Act as point of contact and high-level support for PCCs engaged with the national church Demonstrator Projects and Decarbonisation Fund

Administration and monitoring

- Work with the Net Zero Carbon Programme Manager to maintain a comprehensive and accurate record of net zero projects within the diocese;
- Manage the pipeline of work for external consultants by working with colleagues to consider requests and instruct work;
- Log audits received by consultants and national church and support PCCs in reviewing reports for accuracy;
- Support the Net Zero Carbon Programme Manager in encouraging PCCs to submit returns to the national Energy Footprint Tool;
- With colleagues, coordinate logistics and carry out administration of regular meetings, including preparation and circulation of papers, and taking of minutes;

- Lead in recruitment processes for new DAC specialist advisors in areas relating to net zero carbon and sustainability;
- Administer QI scheme, including sending out reminders to PCCs, and working with Assistant DAC Secretary to review and brief Archdeacons on key points from reports
- With colleagues, ensure electronic files and databases are kept up to date (including compliance with GDPR)

General

- Contribute to processes relating to the team's statutory work, as directed by the Team Leader according to need and to ensure timely progress in all work;
- Support the Team Leader and Net Zero Carbon Programme Manager as directed in administrative matters relating to new net zero carbon initiatives

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

Skills, knowledge and aptitudes	Candidates should be able to demonstrate evidence of the following: *Essential* • Excellent verbal and written communication skills, with a focus on accuracy and accessibility • Ability to collate, distil and present information from a range of sources in a clear and consistent way • Strong attention to detail in all aspects of their work • Willingness to work both collaboratively and independently to achieve team goals • Excellent organisational skills and the ability to work to deadlines • Excellent administrative skills, including setting up and maintaining systems • Good IT skills, including all Microsoft programmes
Qualifications, Training and Experience	• Candidates should be able to demonstrate evidence of the following: *Essential* • Educated to A or AS levels standard, or NVQ 3, or the equivalent experience • An interest in or experience of architecture and/or environmental sustainability issues •

	Desireable • Experience of contributing to guidance material and/or web site content • Experience of event / training coordination and delivery • Experience in an environment reliant on the contribution of volunteers • Experience of monitoring data and/or other measures of success
Personal Attributes	Candidates should: *Essential* • Have a relational approach to working, with the ability to relate to a wide range of people and organisations, including both professionals and volunteers • Be sensitive to the different culture, traditions and activities within the parishes of the diocese. • Have a flexible work approach and willingness to learn, with adaptable learning skills • Have an engaged and creative mindset, with an ability to identify needs and pose solutions • Have the ability to ensure own personal and professional development

Disposition and Attitude	Candidates should have: *Essential* • Empathy with the faith and mission of the Church of England • The aspiration to reflect the diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts
Special Requirements	Candidates should have: *Essential* • Have the ability to travel throughout the Diocese.

How to apply



Diocese of Leeds

To arrange an informal discussion please contact: rosalind.cooper@leeds.anglican.org

Closing date: Midnight 22 November 2026

Interviews: 4 December 2026 at Diocese of Leeds, 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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