

Diocese of Leicester – Archdeacons' Parish Engagement Manager (fixed term)

Additional Information

Thank you for your interest in the post of Archdeacons' Parish Engagement Manager. In this document you will find some general information about the role along with information about how to apply. The job description and person specification are contained in a separate document.

If you google 'what does an archdeacon do' you can find descriptions such as these:

- a high-ranking clergyperson who works as an assistant to a bishop; and
- Archdeacons serve the church in part of a diocese by taking particular responsibility for all buildings, the welfare of clergy and their families and the implementation of diocesan policy for the sake of the Gospel.

What can be said with certainty is that the two archdeacons in the Diocese of Leicester are very busy. Although supported by an Executive Assistant and an Assistant Archdeacon, it is still hard to maintain focus on strategic work, at a time of significant change, with so many other important matters raised by parishes to attend to.

The purpose of this one year time-limited role is to increase capacity in the archdeacons' office by applying effective triaging to work associated with the Minster Community rollout, spotting the difference between matters that need the personal attention of an archdeacon or assistant archdeacon and those that can be handled by the Coordinator, and getting involved, where appropriate, in working with parishes in relation to the areas set out in the job description.

We're looking for somebody who has a good understanding of the Church of England and also experience of change processes, who can work effectively as part of the archdeacons' team and in liaison with people in local churches. The main areas of responsibility are in relation to the rollout of the Minster Community framework, changes to church buildings (including repairs and maintenance), and safeguarding policies and procedures.

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

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

Information about Minster Communities can be found under Shaped by God Together:

<https://www.leicester.anglican.org/about-us/sbgt/>

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 may be taken up prior to interview: please indicate any referees to whom an approach should only be made after the interview.

To arrange an informal conversation with Claire Wood please contact Paige Bradshaw-Jones on 0116 261 5309.

The **closing date** for applications is **14 November 2025**

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 **2 December 2025**.

Other Information

Employment status This is an employed post with a **fixed term** to 31 December 2026. The Archdeacons' Parish Engagement Manager will be an employee of the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ. The post is funded from a Church Commissioners Strategic Capacity Funding grant.

Salary £43-45k per annum depending on experience and qualifications.

Hours This is a full-time post (35 hours per week) with working times varying according to the needs of the work including unsocial hours. Regular weekend and evening working will be involved as well as occasional overnight stays at some residential events.

Flexible working There is a possibility of flexible working involving working from home for 2 days a week, but there may be times when this is not possible due to the number of meetings where in person attendance is required.

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 3 months

Anticipated start date 1 January 2026

This post is subject to a Basic DBS Clearance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

There is an occupational requirement that the postholder is a practising Christian.

We encourage applications from UK Minority Ethnic / Global Majority Heritage candidates, who are currently under-represented in the organisation.