

Diocese of Leicester – Project Administrator

General Information

Thank you for your interest in the post of Project Administrator. 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.

The Diocese is a region of the Church of England which covers Leicester and Leicestershire. It is made up of a number of legal entities, with each parish being a separate corporate body. The Leicester Diocesan Board of Finance (DBF) is a registered charity and company limited by guarantee which runs 'the business' of the Diocese.

With funding from the central bodies of the Church of England, the Diocese of Leicester is running a decade-long project to plant new churches and revitalise existing ones through a programme called Resourcing Churches. This project has seen the establishment of 25 new worshipping communities to date, with 734 new worshippers by the end of 2024.

As the funded project enters the last two years of its term, we are looking for an excellent administrator to support the project team through gathering and disseminating information, organizing and minuting meetings, processing information and keeping records up to date and other duties as required. The post will last for a fixed term of 18 months.

More information about the Diocese of Leicester is available on our website:
<http://www.leicester.anglican.org/>

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 will be taken up after interview.

The **closing date** for applications is **Monday 16th February at 12 noon**.

For an informal conversation about the post you can speak to Luke Fogg on 07749 124 351.

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 **25th February**.

Other Information

Employment status This is a fixed-term, 0.6 FTE employed post for 18 months. The Project Administrator will be an employee of the Leicester Diocesan Board of Finance. The post is funded from a Church Commissioners Strategic Development Funding grant.

Annual Salary £24,500 - £25,000 per annum, pro-rata for 0.6FTE and depending on experience

Hours This is a 21 hours per week (0.6 FTE) post. Normal working hours are 8.30am to 4.30pm with an hour for lunch, but the possibility of

spreading the hours over more than 3 days can be explored. Hybrid working is possible but an office presence of at least 50% 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 pro rata, plus Bank Holidays on a pro rata basis
Probationary period	3 months
Anticipated start date	April 2026

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.

We particularly welcome applications from UK Minority Ethnic / Global Majority Heritage candidates, especially those of Black descent, who are currently underrepresented in our organisation.

This post is subject to a Basic DBS disclosure. The Diocese is not able to offer a Certificate of Sponsorship for candidates who do not have the right to work in the UK and therefore the successful applicant will need to provide proof of right to work before taking up post.