

Diocese of Leicester – Business Manager

General Information

Thank you for your interest in the post of Business 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.

St Martins House and Lodge

Located in the heart of the historic Cathedral Quarter in the City of Leicester, St Martins House Conference Centre is the perfect venue for meetings, conferences, and events.

With an elegant mix of period features and contemporary styling, St Martins House Conference Centre stands out from the crowd giving you something truly unique. We offer 7 flexible spaces which can accommodate from 2 to 200 people, all of which have natural daylight and are complete with AV facilities.

As a venue that has achieved the AIM accreditation we have demonstrated that our facilities and services have passed a stringent quality assurance assessment which means that you can be confident that we will do everything possible to reach and exceed your very high standards.

We also offer luxury accommodation at [St Martins Lodge](#) with 28 bedrooms, including a top floor junior suite. Add to this our location in the heart of Leicester's historic Cathedral Quarter and your next event is primed for success!

For more information see the websites:

<https://www.stmartinshouse.com/>

<https://www.stmartinslodge.co.uk/>

Diocese of Leicester

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.

More information about the Diocese of Leicester is available on our website:

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

How to apply

Applicants are required to send a full CV along with a covering letter outlining their suitability for the role to Lynn Gerighty: lynn.gerighty@leicestercofe.org

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 Sunday 1st June.

To arrange an informal conversation about the post contact Simon Wilson, Director of Finance: simon.wilson@leicestercofe.org

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 on Wednesday 11th June.

Other Information

Employment status	The Business Manager will be a full time employee of the Leicester Diocesan Board of Finance.
Salary	£47,500 depending on experience
Hours	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. This is a senior post and considerable flexibility 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	6 months
Anticipated start date	1 August 2025 or as soon as possible after that

The successful applicant will need to provide proof of right to work in the UK before taking up post as well as a satisfactory Basic DBS check.