

## **Diocese of Leicester – Archdeacons' Coordinator for Parish Engagement**

### **Additional Information**

Thank you for your interest in the post of Archdeacons' Coordinator for Parish Engagement. 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 a PA and by 2-3 assistant archdeacons, 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 new, 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 by providing a CV accompanied by a covering letter setting out their interest in and suitability for the role. The CV should cover the applicant's full employment history including explanations for any gaps. Applicants are also requested to complete and return the Recruitment Monitoring Form.

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.

Applications should be sent to arrive by 12 noon on Monday 15 January 2024

- by email to Lynn Gerighty: [lynn.gerighty@leicestercofe.org](mailto:lynn.gerighty@leicestercofe.org)
- or by post, marked 'Private and Confidential' to Lynn Gerighty, Diocese of Leicester, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ

For an informal conversation about the post you can speak to Claire Wood on 0116 261 5321.

The **closing date** for applications is **12 noon on Monday 15 January 2024**

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 31 January 2024.

### **Other Information**

**Employment status** This is a 2-year fixed-term, employed post. The Archdeacons' Coordinator for Parish Development 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 2-year Church Commissioners Strategic Capacity Funding grant.

**Salary** £40-42k 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 April 2024, earlier if possible

This post is subject to a DBS (Disclosure and Barring Service) Clearance in line with Church of England Safer Recruitment Practice Guidance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

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