



THE CHURCH
OF ENGLAND

Diocese of Coventry

Governance & Grants Officer



28 hours per week

£20,342 per annum (£25,428 pro rata) + staff pension
scheme

The Diocese of Coventry is committed to the gospel and ministry of reconciliation expressed through our Diocesan mission purpose:

- Worshipping God
- Making New Disciples
- Transforming Communities

The Governance & Grants Officer will be an employee of the Coventry Diocesan Board of Finance ("DBF") and a significant contributor to the Diocese of Coventry's governance and grant-giving activities' effectiveness at engaging the people of the Diocese in living out our Mission Purpose.

We are looking for a highly organised, self-motivated person with relevant experience and the ability to work accurately and with attention to detail. The successful applicant will have effective verbal and written communication skills, good interpersonal and customer service skills and be able to thrive in a busy faith-based working environment.

You will fulfil a number of tasks including: providing a full secretariat service for key Coventry Diocese and DBF meetings; arranging elections and appointments to a number of committees; advising parishes and deaneries on governance matters relating to PCCs and Deanery Synods; providing advice to parishes and deaneries hoping to submit grant applications; acting as the lead officer receiving and reviewing grant applications and supporting the Diocesan Mission Fund Committee; providing annual written reports on DBF grant awarding activities for the Bishop's Council and for the Trustees' Annual Report.

The job description, person specification, and application form can be found on our website at <http://www.dioceseofcoventry.org/vacancies>

The closing date for applications is: 12 noon, Thursday 22nd March 2018.

If you would like an informal conversation prior to application please contact the Director of Finance, David Oglethorpe, on 02476 521308.

Interviews will take place in Coventry on: Thursday 29th March 2018.

Please send completed application forms by email to: ryan.finnegan@covcofe.org