

Diocese of Coventry
Governance & Grants Officer



21 hours per week

£18,017.40 per annum (£30,029.00 pro rata) +
8.5% non-contributory pension scheme

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

Worshipping God, Making New Disciples and Transforming Communities.

We are looking for a highly organised, self-motivated person with relevant experience who finds joy in working 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.

The Governance & Grants Officer is part of the Finance and Governance team, and will be an employee of the Coventry Diocesan Board of Finance ("DBF"). This role will work in partnership with the Governance and Parish Returns Officer, to cover the governance and administrative requirements of the DBF's committees. This role will also work closely with our parishes managing the grants application process for various mission funds distributed by the diocese.

The Diocese of Coventry is committed to creating and sustaining a diverse and inclusive workforce which represents all aspects of the communities we are part of and welcomes all applications. As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

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, Friday 20th May 2022.

If you would like an informal conversation prior to application please contact the Director of Finance, Julie Bellamy on 07957204008.

Interviews will take place in Coventry on: Friday 27th May 2022

Please send completed application forms by email to: Simone.King@Coventry.Anglican.org

