



FOR EVERY LONDONER TO ENCOUNTER
THE LOVE OF GOD IN CHRIST



WELCOME



I am so pleased you are considering joining the London Diocesan Fund as Chief Operating Officer (COO) and bringing your gifts and experience to supporting the mission of the Church of England in London.

The London Diocesan Fund (LDF) is the main charity that supports over 500 churches and their clergy across London, north of the river Thames, as together we seek to enable every Londoner to encounter the love of God in Christ. With a turnover of £50m and assets of £0.5bn, the LDF is a significant charity fulfilling a wide range of services and stewardship responsibilities.

As COO, you will hold a key leadership position, ensuring the financial health and operational strength of the LDF. You will oversee core enabling functions including finance, digital, data and technology, risk, compliance, governance and facilities. Your leadership will be vital in ensuring that the LDF is resilient, agile and well-positioned to support our mission now and in the future.

This is a role that requires both strategic insight and hands-on operational excellence. As a member of the Senior Management Group and the Bishop of London's Senior Staff, you will work closely with me, the Bishop of London and senior colleagues to guide decision-making, drive forward our strategic objectives, and help build a high-performing, values-led organisation.

We are looking for a proven leader with a strong financial background, experience of leading operations, and the ability to relate across a complex stakeholder environment. As a practising Christian, you will understand and be inspired by our mission and the communities we serve. The COO will be a trusted advisor who can deputise for me, as General Secretary, and drive operational, financial and technical transformation.

If you believe you have the skills, experience and passion to help lead this work, we would welcome your application. This pack contains further information about the role, the organisation, and the process for applying.

Oliver Home
General Secretary



ABOUT US

The Diocese of London is the group of Church of England organisations located in London, north of the River Thames and west of the River Lea. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.

The London Diocesan Fund (LDF) is the main central support organisation that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy. The LDF has a staff of over 100 people. Within the Diocese of London, there are:

- Over four million people
- 90,000 regular worshippers
- 400 parishes and 100 additional worshipping communities
- 1,000 clergy and ministers
- 130 people training for ordained ministry
- 150 chaplaincies across the sectors
- 1.5m visitors and worshippers at St Paul's Cathedral each year
- 150 church schools
- 55,000 pupils

FURTHER INFORMATION:

[Diocese of London Website](#)
[2024 Annual Report & Accounts](#)



2030 VISION

Our vision is ‘for every Londoner to encounter the love of God in Christ’.

With our 2030 vision, we believe God is sending us out into the harvest field to live and speak the good news of the gospel. To do that, we have prayerfully discerned three main ambitions:

Our Ambitions

Confident Disciples



Compassionate Communities



Creative Growth



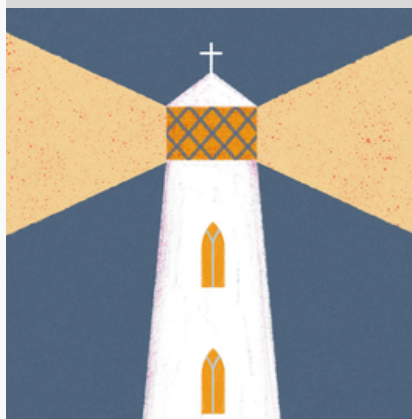
Our Priorities

To reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.

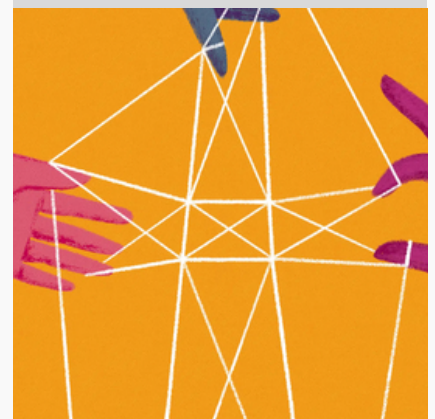
Growing Younger



Safer Churches



More Racially Just



These ambitions and priorities are enabled by the wise stewardship of the LDF as an organisation and its resources, namely people, buildings and finances.

THE ROLE

Employer

London Diocesan Fund

Job Title

Chief Operating Officer

Reports to

General Secretary (Chief Executive Officer)

Key relationships

LDF Directors
Bishops
Archdeacons
Chairs of Finance Committee, Audit & Risk
Committee, Investment Advisory Groups
Professional advisers and suppliers (legal, audit,
insurance, technology)

Team

Senior Management Group

Salary:

£98,000

Location

London Diocesan House, 36 Causton Street

Requirements

Basic DBS required

Equality, Diversity,
and Inclusion
Statement:

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Safeguarding
Statement:

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults



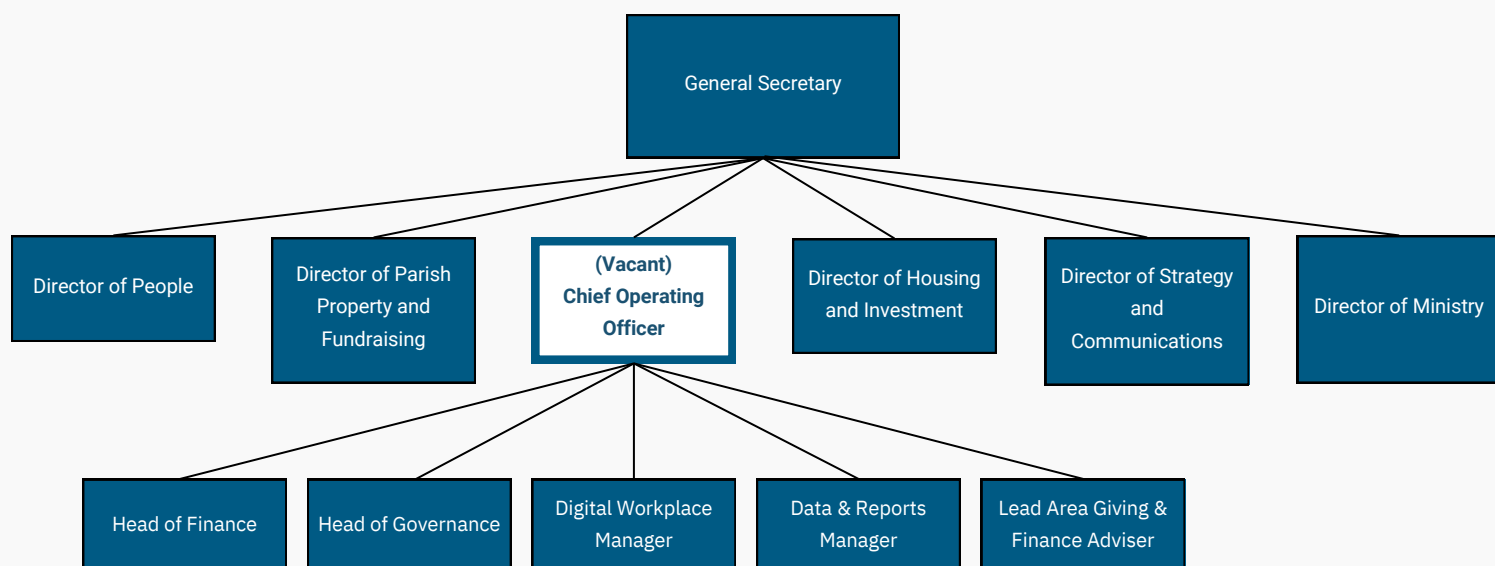
ROLE PURPOSE

The Chief Operating Officer (COO) provides financial and operational leadership across the London Diocesan Fund (LDF), ensuring financial health, operational effectiveness and the long term sustainability of the LDF.

The COO leads and oversees the LDF's core enabling functions, including finance, Digital, Data and technology (DD&T), risk, compliance, governance, and facilities. S/he ensures the LDF's infrastructure is robust, agile and aligned to its mission and the provision of outstanding services to the organisation to enable it to fulfil that mission.

S/he provides strategic financial oversight and strong financial leadership, ensuring the integrity of financial systems, the most effective stewardship and deployment of its financial resources and supporting the General Secretary and Trustees in making informed, data-driven decisions.

S/he works closely with the General Secretary, deputising as required, as part of the LDF's Senior Management Group and the Bishop of London's Senior Staff, to implement the strategic plan, strengthen systems and processes, and build a high-performing, values-led organisation and culture.



KEY RESPONSIBILITIES

Financial Strategy & Oversight

- Lead the financial planning and management of the LDF, ensuring long-term sustainability and alignment with strategic priorities.
- Oversee all financial operations including budgeting, forecasting, financial reporting, cash flow management, and audit preparation.
- Ensure full compliance with regulatory and statutory requirements, including charity accounting standards (SORP), Companies House, Charity Commission and HMRC.
- Work closely with the Head of Finance, General Secretary and Trustees to provide high-quality financial insight, scenario planning, and risk analysis.
- Oversee and manage the Head of Finance, ensuring appropriate systems, controls, and processes are in place for accurate, timely financial data.
- Ensure effective treasury management, investment and asset management strategies, and reserves policies, working closely with the Director of Housing & Investment Property and Director of Parish Property and Fundraising.
- Support income generation strategies maintaining an overview of Common Fund, investment, grant and other income.

Operational Leadership

- Oversee core operational areas including IT, facilities, procurement, and legal compliance, ensuring services are cost-effective and fit for purpose.
- Lead on digital transformation and systems integration to improve operational efficiency and reporting.
- Ensure appropriate policies and procedures are in place and regularly reviewed across all operational areas.
- Develop and lead programme and project management disciplines across the enabling functions.

Risk, Compliance & Governance

- Oversee and manage the Head of Governance to maintain a robust risk management framework, ensuring active identification, monitoring, and mitigation of strategic and operational risks.
- Ensure the LDF meets all legal, regulatory, and contractual obligations, including safeguarding, data protection, and health and safety.
- Provide accurate and timely reporting to the Trustees and work with the Heads of Finance and Governance to support the work of the Finance and the Audit & Risk Committees respectively.

KEY RESPONSIBILITIES

Organisational leadership, development and management and strategic delivery

- Work in close partnership with the General Secretary and LDF's Senior Management Group to implement the LDF's strategy and drive cross-organisational initiatives.
- Deputise for the General Secretary as required and act as a trusted advisor on operational and financial matters.
- Support direct reports in their leadership and expert management of their functions
- Promote a healthy and inclusive workplace culture aligned with the LDF's mission and values.
- Integrate and ensure the coordination across the operational functions to support and transform the delivery of wider services.
- Support the development and monitoring of strategic KPIs and impact measurement tools.

The postholder may be required to undertake any other duties that are commensurate with the role.



PERSON SPECIFICATION

ESSENTIAL

- A CCAB qualified accountant with proven experience in a senior operational or financial leadership role, ideally in a large charity, non-profit, or mission-driven organisation.
- Track record of leading high-performing teams and complex operations at scale.
- Strong financial acumen and experience managing multi-million-pound budgets.
- Demonstrated ability to lead organisational change and improve systems/processes.
- Experience of charity governance, compliance, risk management and regulatory frameworks
- A committed and practising Christian*

DESIRABLE

- Experience in working with Boards and/or supporting governance structures.
- Experience of managing digital, data and technology
- Understanding and experience of the Church of England, faith-based or church charities.

SKILLS AND ATTRIBUTES

- Strategic thinker with strong analytical and problem-solving skills
- Strong financial and commercial acumen with the ability to communicate complex financial information clearly
- Excellent communication and stakeholder engagement skills.
- Commitment to equity, diversity, inclusion, and the mission and values of the LDF and Church of England

**This a genuine occupational requirement. Schedule 9 Part 1 of the Equality Act 2010 applies.*



PERSON SPECIFICATION

COMPETENCIES AND BEHAVIOURS

Focus on Self	Champions and acts as an advocate for the highest standards of ethical and professional behaviour; drives LDF's vision, mission and values through own understanding and practice of Christian/Anglican faith
	Models healthy working practices and drives a culture focused on supporting the health and wellbeing of team members
	Fosters a workplace culture of respect by implementing and monitoring fair and inclusive practices; recognises and respects the value of individual differences to support broader organisational strategies
	Encourages and leverages diverse views and perspectives to develop new strategies, policies and approaches; actively promotes a workplace culture that values fair and inclusive work practices and diversity principles
Focus on Others	Articulates complex concepts, compelling arguments, and rationales; creates reports at Board Level Standards
	Builds cooperation and overcomes barriers to information sharing, communication, and collaboration across workgroups and teams; facilitates opportunities to engage and collaborate with external stakeholders to develop joint solutions
Focus on Team	Holds self and others accountable for implementing change in accordance with established policies and practices; effectively prepares and leads for long term organisational change, with a focus on the wider environmental, social and political contexts
	Commits to, engages in and implements LDF principles of safety leadership; oversees and implements measureable Workplace Health & Safety objectives and targets and reviews outcomes
	Establishes effective governance frameworks and guidance mechanisms to enable high quality strategic, and operational service focused planning Considers emerging trends, identifies long-term opportunities and aligns the LDF requirements with desired outcomes

PERSON SPECIFICATION

COMPETENCIES AND BEHAVIOURS

Focus on Service	Establishes effective governance frameworks and guidance mechanisms to enable high quality strategic, and operational service focused planning Considers emerging trends, identifies long-term opportunities and aligns the LDF requirements with desired outcomes
	Directs the development of effective systems for the establishment and measurement of accountabilities and evaluates ongoing effectiveness; creates an environment of accountability aligned to the LDF vision, mission and values
Focus on Organ- isation	Defines and champions the LDF strategy and sets priorities and plans with reference to key internal and external indicators ; creates a culture of confidence and trust in the future direction and generates enthusiasm and commitment to strategic direction
	Undertakes objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues; implements systems and processes that underpin high quality research and analysis



BENEFITS

Remuneration: £98,000pa

Place of work London Diocesan House, 36 Causton Street, London, SW1P 4AU

Holidays: 30 days annual leave plus bank holidays

Pension Provision: 15% employer pension contribution and salary sacrifice available

Other benefits:

- Flexible working arrangements, including hybrid options, job-share and part-time working
- Death in service benefit x3 of basic gross salary
- Enhanced maternity leave of six months full pay, after 12 months of employment
- Season ticket loans for public transport
- Access to Benenden Health Insurance
- EAP services through Health Assured including counselling, legal and financial advice
- Up to £100 for eye test and contribution to spectacles
- Two additional paid days for community volunteering



RECRUITMENT TIMETABLE

Please make a note of the dates below and inform GatenbySanderson as soon as possible if any listed will present significant issues for you. Whilst we cannot promise any flexibility, there is more chance of this being offered if a good degree of notice is given. All stages are carried out virtually unless otherwise specified.

Closing Date for applications:

5pm on Monday 27th October

Candidates informed of outcome of longlisting:

Tuesday 4th November

Preliminary Interviews with GatenbySanderson

Between 5th and 11th November

Candidates informed of outcome of shortlisting:

Friday 14th November

Final interviews:

Friday 21 November (in person at London Diocesan House)

Preferred Candidate to meet with Bishop of London

15:15 on Monday 24 November



HOW TO APPLY

There are two parts to the application process:

Part 1

Please submit your CV along with a Supporting Statement (each document should be no more than 3 pages) that provides clear evidence addressing the criteria set out in the person specification. Your supporting statement should explain your motivation for applying for the role and provided clear examples drawn from your experience that demonstrate your ability to meet the criteria.

Part 2

Once you have submitted your CV and supporting statement, please visit <https://myint.video/a4J0lKFg7w> to submit a 3 minute video response to the following question:

What excites you about the opportunity to be the Chief Operating Officer for the Diocese of London?

Please submit your application via www.gatenbysanderson.com/job/GSe125398.

You will be asked to provide your contact details, complete an equality monitoring form and let us know of any dates when you are not available for interview or where you may have difficulty with the indicative timetable. You must also provide details for two referees, one of whom should be your current or most recent employer. These referees will not be approached until the final interview stage and not without your prior permission.





For an informal conversation about the role, please contact:

**Matt Malone of GatenbySanderson at
matt.malone@gatenbysanderson.com**

**Applications MUST be received by 5pm on
Monday 27 October**




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LONDON