



THE CHURCH
OF ENGLAND
BIRMINGHAM



Diocesan Secretary

Candidate Pack

2025



INTRODUCTION FROM THE BISHOP OF BIRMINGHAM

This is an exciting time for Church of England Birmingham. The next Diocesan Secretary will be joining an excellent team as we seek to share the good news of Jesus in the West Midlands and pursue our vision of growing churches and flourishing schools at the heart of each community.

With the announcement of the retirement in the next few months of Dr Jan Smart, we are seeking a new Diocesan Secretary to join the senior staff team. The person appointed will work closely with myself and colleagues in continuing to resource, develop and encourage Christian mission and ministry across one of the most entrepreneurial and diverse dioceses in England.

The new Diocesan Secretary will lead a team of committed professionals with significant knowledge and experience in their own areas of expertise. Working closely with the Chair of the Diocesan Board of Finance, myself, and other senior colleagues the Diocesan Secretary plays a pivotal role in discerning practical solutions to complex challenges, ensures delivery of our strategy, and provides timely advice and good governance.

We are looking for a gifted individual with a proven track record of successful high-level management and leadership gained in a diverse environment in the business, public or voluntary sector. The person appointed will be able to forge fruitful working relationships with a wide range of colleagues and partners and inspire and lead with vision, joy, creativity and pragmatism. This is a senior leadership role in Church of England Birmingham and there is a genuine occupational requirement for the post holder to be a committed and practising Christian.

This is a unique opportunity for the right person to combine first-class operational skills with a passion to make a tangible contribution to God's coming Kingdom in the UK's Second City and wider region.

Be assured of my prayers as you discern whether this might be the role to which God is calling you. Please pray for Church of England Birmingham as we seek to witness to the good news of Jesus Christ and see lives, families, schools and communities transformed by the power of the Spirit and to the glory of God.



+Michael Birmingham

CONTEXT

Birmingham is the UK's second city with the youngest urban population in one of the most lively, diverse and creative city regions. As a diocese, Church of England Birmingham (CofEB) was founded in 1905, is geographically small but densely populated, covering an area of nearly 300 square miles and includes parishes in Birmingham and parts of Solihull, Sandwell, Warwickshire and Worcestershire, and often to people's surprise, our rural parish communities make up 15% of our family. Birmingham is the 'poorest' CofE diocese (based on IMD rankings) but also one of the most generous (based on giving as % of income). We are recognised for being innovative, making good use of scarce resources, which resonates with the character of Birmingham being known as the 'city of a thousand trades'.

At the heart of what we do there are over 187 worshipping communities across 146 parishes, with these divided between six deaneries across two archdeaconries. In these are clergy, lay leaders and congregations representing a wide range of church tradition, ethnicity, culture, age and background. It is a time of new opportunities and potential in CofEB as we seek to respond to God and shape ministry and mission for a changing church and world as part of our [Transforming Church](#) vision and strategy.





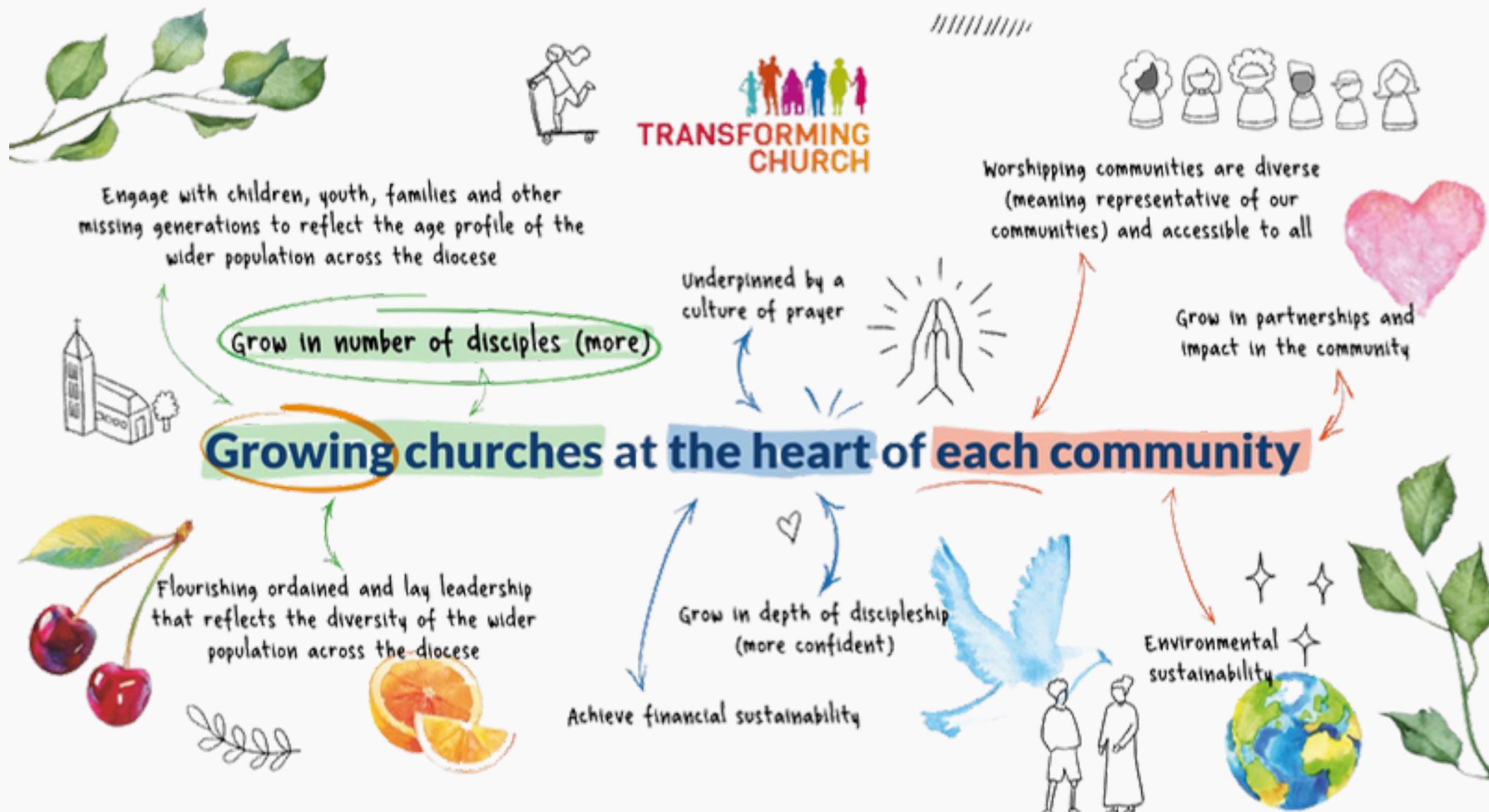
Vision

On all metrics CofEB is hugely diverse. At the heart of our calling to serve each of our communities is a commitment to our Transforming Church vision

Growing churches at the heart of each community

A vision first discerned in 2009 that continues to capture the essence of CofEB today, in our ministries, our mission, and our energy for innovation. The vision to be transformed ourselves and together to be a church which is transforming our communities, is expressed by our parishes, in their newly forming Oversight Areas, across refreshed deaneries and as a diocese of multiple charisms.

Our strategy for continuing to live out our Transforming Church vision is articulated for this season through the Core Principles, illustrated here.



At this time the principle that we are focused on is 'Grow in number of disciples'. This is because many of the other principles can only be seen if we first grow in number, in a good and holistic way. To do this we are developing one consistent strategy that, over the next ten years, will look to see new disciples becoming part of CofEB and helping us to reverse our decline.

There is an Executive Board who own the strategy as a whole and any substantial changes to this need to go through this board to ensure that our ministry and missional activity is focused on these principles.



OUR APPROACH TO THE CHALLENGES WE FACE

The diocese has a population of over 1.6m people and fewer than 1% of those are currently regular worshippers in CofE churches. That is both our primary challenge and mission opportunity. We need to be growing churches at the heart of each community.

Missional challenges:

- The range and diversity of our communities and contexts means that one type of intervention will not work for all. We need churches and mission that are contextually appropriate
- Limited capacity in many existing parishes to do new things, raise up new volunteers, or look out to the needs of the wider community

People challenges:

- Declining churches with aging populations. This means even if we grow locally, it often won't offset the natural decline
- We are a young region but not a young church. We need to engage children, young people and families but this is challenging when some churches do not have any of these
- The need for many new leaders equipped to be missional. Where do we find these and how do we form them in a timely manner

Financial challenges:

- How do we achieve financial stability to create a platform for growth? For several years CofEB, along with many other dioceses, has been carrying a structural deficit
- Many of our parishes cannot support their costs of ministry. 60% of our parishes are in the 20% most deprived nationally
- We have very limited historic reserves. This means we cannot maintain our current level of deficits in the medium to long-term



In response to these challenges we have created a strategy that will enable us to grow across the board and become self-sustainable in the future.

THE STRATEGY

There are four main themes within our strategy they are:

Sustainability

To be a growing church we also need to be a sustainable church. Without wider partnership support there are questions around whether we would be a going concern in a few years' time. We therefore have a plan to support our short-term operational deficits. Alongside this we have a long-term plan to increase our common fund and get to a position of financial sustainability. We shall do this by fairly allocating costs and income to parishes and together working towards a breakeven position and beyond.

Parish Growth

Supporting all parishes to grow through accompaniment and resource allocation so that we grow, and grow younger, in every context and tradition across the board with particular focus on areas where we have traditionally struggled e.g. high levels of ethnic diversity, outers estates and rural.

Leadership

Making sure we have the right leaders formed and deployed in the right places to see growth and deep discipleship flourish.

Church Planting and Revitalisation

Equipping as many churches as possible to plant and plant again with a focus on doing this in those churches and places where analysis indicates this is the only way growth can happen.

This is all worked through at Parish, and Oversight Area, level so that support is contextual.



DIOCESAN INVESTMENT PROGRAMME

Our financial position and lack of historic assets makes us dependent on funding from other partners, in particular the Church Commissioners. Our strategy is only possible through partnership with the national church. Through the Diocesan Investment Programme (DIP) we have been awarded an initial £17.8m to resource our strategy and the projects we have identified that are needed to make this happen.



Support Teams

In order to support the outworking of our vision across the breadth of worshipping communities across CofEB, there is a dedicated team based out of John Cadbury House in Birmingham City Centre which is lead by the Diocesan Secretary and Executive Leads. This team supports churches and congregations across the breadth of CofEB with realising their part in fulfilling the potential of our shared [Transforming Church](#) vision. From here, as well as providing support with ministry and mission and education, our other parish services include governance, property, HR, communications, finance and safeguarding as well as our Project Management Office which supports our strategy and works across all our teams to ensure that we are all working towards our vision.

Diocesan Secretary's Team

The Team is made up of teams for, Finance, Property, HR, Strategy, Communications, Safeguarding, Learning and Development. Nearly 50% of those employed by the DBF are funded through Church Commissioner strategic projects or external funders. We regularly review our core staffing structures to ensure we have the right capacity and capability to support parishes and meet our statutory duties. We are recognised for the level of support we give to our parishes and our generosity in sharing our experience and expertise with other dioceses.



Safeguarding

The Bishops and Senior Team take the safeguarding responsibilities entrusted to them seriously and are committed to creating a safer church for all, especially for children and vulnerable adults. As part of this, and in response to IICSA recommendations, the Safeguarding Team and the way it operates have recently been reviewed and restructured. The Diocesan Secretary line-manages the Diocesan Safeguarding Officer and chairs the Operational Safeguarding Group (OSG), and is the lead officer in attendance at the Diocesan Safeguarding Advisory Panel (DSAP).

MISSION SUPPORT AND MINISTRY TEAMS

The Mission Support and Ministry Teams report to the Bishop of Aston.

The Ministry Team provide discernment and development for licenced, commissioned and authorised ministries, with prayerful and pastoral formation for missional leadership in interfaith, intercultural and intergenerational contexts. CofEB is a generative centre of Ministerial Formation, including:

- Sustaining vocations to public representative ministries, lay and ordained.
- Robust formation and assessment of 40+ Curates training alongside experienced incumbents in a wide diversity of theological traditions and mission contexts.
- Strong regional collaboration with West Midlands dioceses for delivering clergy CMD.
- Formation pathways for Area Deans and Oversight Ministers leading culture and structure change.
- Programmes supporting flourishing in ministry, including the introduction of Reflective Pastoral Supervision and a renewed MDR scheme.
- Context-appropriate diocesan formation for Reader ministry to shape licensed lay ministers for leadership in local church communities and workplace settings.
- Innovative formation pathways, including: Licensed Local Ministry for inner urban and outer estate contexts; Authorised Occasional Preachers & Worship Leaders; Lay Pastoral Teams; Farsi-speaking catechists.
- A vibrant theological learning and research culture for lay and ordained ministers.

The Mission Support Team work to inform, inspire, equip and resource for mission across the CofEB. The Team is divided into 4 sub sections whilst retaining a collaborative ethos:

- Growing Younger (focus on 0-18 year olds, including Children and Families Mission Enablers)
- Church Planting and Revitalisations (supporting our plans to equip churches to plant new Christian communities and revitalise existing parishes)
- Mission Planning (working with parishes and oversight areas to help develop localised mission plans as well as signpost to discipleship opportunities)
- Anglo-Catholic Mission (piloting innovative sacramentally-focused mission across 5 liberal and Anglo-Catholic parishes)

The team play a key role in establishing and implementing the our strategy for church planting and parish growth and - over the past couple of years - have worked closely with both the Diocesan and Suffragan Bishops to establish new models of practice including our Commissioned Youth and Children's Pathways and Launchpad, a course designed to equip clergy with the vision and skills to generate youthwork from scratch.



Education

The Diocesan Board of Education (DBE), a subcommittee of the Diocesan Board of Finance is chaired by the Dean of Birmingham and the Director is line-managed by the Diocesan Secretary. We look after 52 Church of England schools across our five local Authorities. There are 49 Primary/Infant/Junior schools and three Secondary schools. CofEB also makes a significant contribution to the Standing Advisory Councils on Religious Education (SACRE) and the Religious Education Syllabuses of the Local Authorities within the diocese.

Our schools are wonderful places of learning and love, and we are committed to developing and strengthening their place in the parish and community, as places of excellent learning, uncompromising care and lights in the world to inspire, nurture and enable flourishing in all our children, staff, governors and families. We are committed to “Valuing All God’s Children” so that every child is seen and known as a child of God. Our Diocesan Education Team and Mission Support Team work together in our mission and ministry among children and young people.

The Cathedral

Birmingham Cathedral is the seat of the Bishop of Birmingham. It is home to a welcoming and inclusive community, offering the corporate worship of The Church of England, enriched by the Anglican choral tradition. It prays for and serves the people and communities of the diocese offering hospitality as a place of gathering and connection for people of all faiths and none in order to witness to God’s love for all and to serve the common good. The cathedral is the oldest building in the city still used for its original purpose, and is home to some remarkable treasures, as well as the largest green space in central Birmingham. The Cathedral Community works closely with various local faith groups, businesses, institutions and charities, to promote community cohesion and to support the important civic role of the cathedral and enrich its life as a parish church.



Interfaith

Birmingham has diverse faith communities in numbers similar to London. 2021 census results revealed that this diversity continues to grow and also shapes the significant young population. Across the three main council areas of the City of Birmingham, Sandwell and Solihull, those recording themselves as Christian formed 37.1% of the population, (9.1% lower than the national average), those of no-religion 25.5% (11.7% lower than the national average), and those of other faith communities 31.4%, (three times the national average). Of these the two significant communities are Muslim, 23.6%, and Sikh 4.6%. We have an intentional approach to Ecumenical partnerships and our relationships with other Faiths. Birmingham Churches Together, The Birmingham Faith Leaders' Group, 'Faith Strategic Partnership Group', and 'The Birmingham Faith Covenant' are some examples that have offered a fruitful, and proactive collaborative experience across the region, supporting the far-reaching work of our Presence & Engagement Parishes.

Community Regeneration

Our leading role in the partnership with Thrive Together Birmingham (a partnership with Church Urban Fund) figureheads our Community Regeneration projects, activity and conversations. Our Community Regeneration focus is committed to play our part to improve the lives of people in the most disadvantaged neighbourhoods of the CofE Birmingham and to create neighbourhoods that are clean, safe and generous. Churches are encouraged to play a role in local regeneration activity while the wider diocesan team work to influence regional and local authority policy making. During any given week, many of our church buildings are open providing a base for community activities run by the church itself or other organisations. The Thrive partnership and ministry is distinctive to CofEB and is leading nationally in this field.

Racial Justice

The CofEB Racial Justice Board focuses on delivering recommendations contained in the 'From Lament to Action' CofE report, with strategies for the following priorities:

- The Enablement of Church of England Birmingham to be inclusive and welcoming
- to all and stamping out the sin of racism.
- Widening recruitment ethos to culturally sensitive deployment to reflect
- Birmingham using positive action.
- Increase of UKME inclusion in the decision-making structures and the discussion
- of issues.

CofE Birmingham, along with five other dioceses in the West Midlands are part of a Regional Racial Justice Programme. Working collaboratively across the region, we have a team who support by guiding our approach to racial justice and act as a catalyst for culture change, as we promote racial justice and tackle racism within the church and its structures within the context of each participating diocese.

THE ROLE

Job Title

Diocesan Secretary

Reports to

Chair of the Birmingham Diocesan Board of Finance and
The Bishop of Birmingham

Direct Reports

Director of Finance
Director of Education
Director of Property
Director of Strategic Transformation
Director of HR
Diocesan Safeguarding Officer
Director of Communications
Executive Assistant and Governance Officer

Salary:

c.£90,000pa

ROLE PURPOSE

As the Senior Executive Officer, the Diocesan Secretary will lead with the Bishop and others on diocesan strategy and policy and will play a pivotal role in the implementation of strategic programmes. They will also lead the operational and governance teams including Finance, Property, Human Resources, Communications, Legal and Systems.



KEY RELATIONSHIPS

- The Bishop of Birmingham
- Chair of the Diocesan Board of Finance
- The Bishop of Aston
- Archdeacon of Aston and Archdeacon of Birmingham
- Dean of Birmingham
- Cathedral Chief Executive
- Chairs of the House of Clergy and the House of Laity of Diocesan Synod
- Area Deans and Deanery Lay Chairs
- Directors of:
 - Mission
 - Ministry
 - Interfaith Relations
 - Community Regeneration
- Other staff in Church of England Birmingham
- The Bishop's Council and Trustees of the DBF
- Church leaders in the Church of England Birmingham including clergy, churchwardens other PCC members and Diocesan Synod members
- National Church of England colleagues including those from the National Church Institutions, Archbishops' Council, Church Commissioners, Pensions Board, IDFF
- Fellow Diocesan Secretaries
- The Diocesan Registrar and professional advisers including land agents, investment managers, auditors and bankers
- A range of partner agencies which could include developers, local authorities.



KEY RESPONSIBILITIES

- Leading on the delivery of diocesan strategy and plans to grow churches at the heart of each community
- Accountability (along with the bishops and senior staff) for the successful implementation of the major strategic programme funded by the National Church DIP (Diocesan Investment Programme)
- Lead on the development of applications to secure further funding for strategic change programmes
- Provide effective leadership to the diocesan executive and operational teams, including Finance, Property, Human Resources, Strategic Transformation, Communications, Legal, Systems and IT. Ensure there is alignment with the overall diocesan strategy and high levels of collaboration between all teams
- Ensure the delivery of high-quality support services to our deaneries, parishes and other worshipping communities
- Leading by example, ensure that our values are embedded in the culture of the teams working out of the diocesan offices
- Be a key member of the Bishop's senior staff
- Create excellent working relationships with the Bishop, Suffragan Bishop, Archdeacons, Dean, Diocesan Directors, Area Deans and Registrar
- Act as Company Secretary to the Birmingham Diocesan Board of Finance; Secretary to the Diocesan Synod, Bishops Council and its committees
- Safeguarding responsibilities including providing line management to the Diocesan Safeguarding Officer, chairing the Operational Safeguarding Group and being a member of the Diocesan Safeguarding Advisory Panel
- Contribute to regional and national forums of peers, promoting the work of the Church of England Birmingham to the wider church, especially through the Inter-Diocesan Finance Forum (IDFF) and Diocesan Secretaries Network



KEY RESPONSIBILITIES

Operational Matters

FINANCE – Working with the Director of Finance:

- Ensure proper control, reporting and accounting of all financial transactions, especially the collection of Common Fund contributions
- Coordinate the preparation and presentation of annual budgets within an agreed long-term financial plan. Acknowledging the difficulty of working with an underlying operational deficit and working closely with the Executive Leads and the Executive Board on the journey to financial sustainability through strategic interventions
- Coordinate the preparation of the Annual Accounts and Annual Report
- Provide management accounts and financial information for Diocesan Synod, Bishops Council, and Finance Investment and Property Subcommittee (FIPS)
- Maximise the return from the diocese's assets and investments within the agreed investment strategy
- Identify and mitigate the impact of risks relating to governance, management, compliance, legal, financial, operational and reputation
- Organise the payment of clergy stipends, staff salaries and payroll bureau
- Ensure financial considerations are represented in all committees, boards and other decision-making bodies

PROPERTY – Working with the Property Director:

- Optimise the return from the investment property portfolio
- Ensure the effective and efficient provision, maintenance and improvement of the clergy housing stock
- Provide parish buildings advice, including Care of Churches
- Provide facilities management for diocesan offices

HUMAN RESOURCES – Working with the HR Director:

- Advise on HR policy/practice/law relating to DBF employees and clergy
- Ensure compliance with Employment Law and Ecclesiastical Officer (Terms of Service) Regulations known as "Common Tenure"
- Provide recruitment services for DBF staff and clergy posts including compliance with UK Visas and Immigration
- Develop and manage our Learning & Development offerings
- Ensure the culture of the diocesan teams reflects our values
- Develop efficient ways of working including hot-desking, remote and hybrid working, and streamlined processes using modern technology

KEY RESPONSIBILITIES

SAFEGUARDING – Working with the Diocesan Safeguarding Officer:

- Ensure that there is adequate provision of resources to meet our safeguarding commitment to Creating a Safer Church.
- Provide robust and supportive line management to the Diocesan Safeguarding Officer and Chair the Operational Safeguarding group, to complement supervision from the National Safeguarding Team.
- Ensure there is a positive safeguarding culture within all the diocesan support teams and weaved through all our work.

COMMUNICATIONS – Working with the Director of Communications:

- Communicate creatively diocesan vision and strategy
- Understand diverse audiences and diversify the voice of CofE Birmingham
- Collect and publish stories that show strategy in action
- Develop social media output, helping parishes in their use of social media

STRATEGIC CHANGE – Working with the Director of Strategic Transformation and Executive Board:

- Ensure the governance framework is in place to support the successful delivery of funded strategic change programmes
- Managing the relationship with funders in particular the National Church and assuring all projects operate professionally and maximise their impact
- Lead on the development of further funding applications
- Working with the Finance Director to ensure funded programmes have rigorous financial management

Governance

- Carry out duties as Company Secretary for the DBF as required by the Companies and Charities Acts
- Act as Diocesan Electoral Registration Officer and as Presiding Officer for synodical elections, drafting agendas, recording minutes and attendance
- Advise on constitutional and governance matters
- With the assistance of the Diocesan Registrar ensure legal compliance. For example Ecclesiastical Law (including Church Representation Rules), Company Law, Employment Law and Charity Law
- Act within the authority set out in the Scheme of Delegation for the DBF to the Diocesan Secretary and delegate within the authority set out in the Scheme of Delegation from the Diocesan Secretary to Budget Holders.
- Working with the Bishop, ensure the smooth running of Diocesan Synod, Bishop's Council and other bodies as required

PERSON SPECIFICATION

This is a senior leadership role in the Church of England Birmingham and the post-holder must be credible in front of church leaders and will on occasion be expected to lead prayer at meetings. There is therefore a Genuine Occupational Requirement for the post holder to be a committed Christian and a member of a church which subscribes to the doctrine of the Holy Trinity. Schedule 9, paragraph 1 of the Equality Act 2010 applies to this post.

Essential Experience & Knowledge

- Demonstrable track record of successful strategic and operational leadership at a senior management level in a comparably complex organisation
- Evidence of commanding the confidence and respect of diverse organisational stakeholders, including with non-executive, trustee and volunteer boards and committees
- Demonstrable experience of developing and implementing strategies, business plans and culture change in a complex organisation with multiple stakeholders
- Experience of holding senior responsibility for at least one of the following areas: asset or property management, finance, HR, safeguarding, business planning, project management, legal services
- Experience of managing people; leading multi-disciplinary teams; and implementing change
- Proven competence of managing organisational budgets of at least £10million per annum
- Experience of charity sector (or a similarly highly regulated area) governance and law as an employee or trustee, ideally with fund-raising responsibility.

Desirable Experience & Knowledge

- Knowledge or understanding of the Church of England; its values, doctrine, structures and processes
- Knowledge of charity law and good practice
- Familiarity with principles of law of trust, property law, employment law



PERSON SPECIFICATION

Skills and abilities

- Empowering and adaptive leadership style with the ability to delegate effectively and to develop, assess and support others
- Highly collaborative, able to foster a sense of team as its leader or a member
- Excellent communicator with the ability to listen, persuade and influence
- Able to build excellent working relationships quickly
- Able to hold the strategic big picture while also being in command of the relevant detail
- IT proficient with the ability to learn new systems quickly and effectively
- Able to ask the right questions

Personal Style

- Possesses a high degree of emotional intelligence with the ability to read culture and people successfully
- A clear commitment to the highest standards of personal and professional integrity
- Able to handle confidences and sensitive information
- Passionate about the mission of the Church and the work of Church of England Birmingham
- Positive attitude showing confidence, grace and humility as appropriate

Values - willingness to live out our values and to lead and inspire others to do the same

- Collaborative
- Supportive
- Generous
- Inspirational
- Committed to a Common Purpose



OTHER INFORMATION

Hours: This is a full-time role based on a 35-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evening and weekends (e.g. Bishop's Council and Diocesan Synod).

Location: The post holder will be based at the offices of The Birmingham Diocesan Board of Finance (currently at 190 Corporation Street, Birmingham, B4 6QD). The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop are provided to assist hybrid working.

Pension: Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 12% contribution by the employer inclusive of three-times death in service benefit).

Annual leave: 25 days plus public holidays, plus three additional days to be taken between Christmas and New Year.

Probationary period: 6 months

Notice period: 6 months

Expenses: Working expenses are paid at the diocesan rates.

Contract: The contract of employment will be with the Birmingham Diocesan Board of Finance.

Pre-employment checks: The Church of England Birmingham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. This appointment is subject to satisfactory references and DBS check.

Right to work: The post-holder must have the right to reside and work in the UK

The Church of England Birmingham is committed to promoting a diverse and inclusive community - a place where all can be themselves and bring their unique identity to their ministry and/or work. We welcome applications from any individuals who feel that they meet the person specification for any post, in particular from those who are currently under-represented in our staff teams such as those from Global Majority Heritage or UK Minority Ethnic backgrounds, those with visible or invisible disabilities and those who identify as LGBTQI+, however appointment will be upon merit.

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All post holders are expected to share this commitment.*

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 provide clear examples drawn from your experience that demonstrate your ability to meet the Essential and Desirable Experience & Knowledge listed on p.18.

Part 2

Once you have submitted your CV and supporting statement, please visit https://myint.video/aH4K6Z0_5Y to submit a 3 minute video response to the following question:

What excites you about the opportunity to be the Diocesan Secretary for the Church of England Birmingham?

Please submit your application via www.gatenbysanderson.com/job/GSe126414.

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.



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 10th November

Candidates informed of outcome of longlisting:

Monday 17th November

Preliminary Interviews with GatenbySanderson

Between 18th and 25th November

Candidates informed of outcome of shortlisting:

Friday 28th November

Final interviews:

8th December at Bishop's Croft, Old Church Road, Birmingham, B17 0BG





THE CHURCH
OF ENGLAND
BIRMINGHAM



For an informal conversation about the role and your suitability, please contact:

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

Applications **MUST** be received by 5pm on
Monday 10th November



Growing churches at the heart of each community

www.cofebirmingham.com

