



Recruitment Pack

Diocesan Secretary



**Esgobaeth
Bangor**
The Diocese
of Bangor



**Cadeirlan Deiniol Sant
ym Mangor**
Saint Deiniol's Cathedral
in Bangor



Diocese of Bangor

The Diocese of Bangor is one of six dioceses of the Church in Wales, located in the northwest of Wales and primarily covering the counties of Gwynedd and Anglesey and parts of Conwy and Powys.

The Mother Church of the diocese is St Deiniol's Cathedral, in the university city of Bangor. In 2025, the Cathedral celebrated its 1500th anniversary since Saint Deiniol founded a monastic community in Bangor around 525 AD.

Welsh is spoken widely across the diocese and some areas, such as Gwynedd and Anglesey, are among the most Welsh-speaking parts of Wales.

As Christians in the Diocese of Bangor, we trace our history back to holy people who founded communities of prayer and service across the diocese as early as the fifth century. These early Celtic saints – Deiniol, Cybi, Seiriol, Tudwen, Madryn, and many others – are still commemorated in the names of our churches, villages and towns. A millennium and a half later, our mission hasn't changed – but our context today is new and challenging.

Recent months have been difficult for the Diocese of Bangor. Alongside our Cathedral church, we have found ourselves in the headlines for unfortunate reasons and lost key members of our Diocesan leadership team. It has become clear that governance in our Diocesan charities (Bangor Diocesan Board of Finance and Bangor Diocesan Trust) has not been of the standard that we now expect.

The Diocese of Bangor and the trustees of the Diocesan charities are committed to rigorous improvement and have begun this work.

Our new Diocesan Secretary will be required to lead us in some significant change and will also need to work with others to rebuild morale, capacity and compliance.

Our present vision and strategy can be found here. We need to discern whether these are still appropriate for us now, but as a Diocese we recognise that we need to develop plans for mission, finance and property. Our new Diocesan Secretary will have a key role in encouraging this planning.



Our structures

Ministry Areas

It is now 10 years since the establishment of our 27 Ministry Areas which has required the development of new patterns of ministry. Each Ministry Area is led by a Vicar/Ministry Area Leader, who leads a team of people, both lay and ordained, in their local mission. As each Ministry Area is a single parish, one Ministry Area Council has oversight of mission and resources across the Ministry Area.

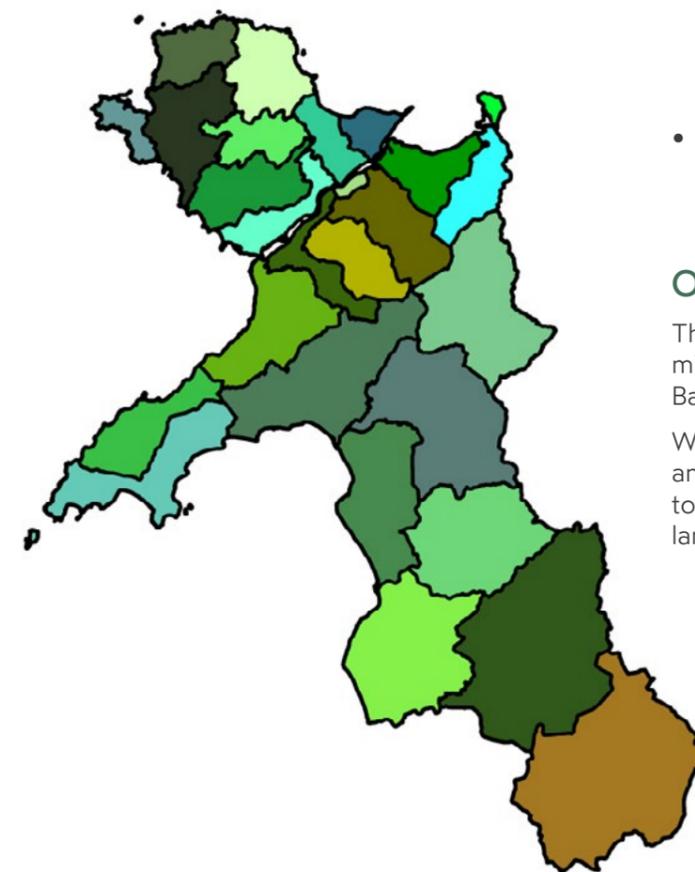
Synods

We have three Synods which are coterminous with the archdeaconries. The Synods provide an opportunity for representatives from across the Synod's Ministry Areas to worship God together, to receive and provide mutual support and encouragement, to share good practice, to enter into dialogue about diocesan processes as well as the needs of the wider community, and to set Synod-wide missional aims.

Diocesan Structures

In recent years, we reshaped our diocesan committees to provide a new structure that is more streamlined. However, the new structure has not necessarily led to a better standard of governance, which is currently the subject of an external review. At present, we have:

- The Diocesan Conference which includes broad representation from across the Diocese.
- The Diocesan Council which now has responsibility for strategy, resources and financial stewardship. This council is the Standing Committee of the Diocesan Conference, at the same time as being a meeting of the trustees of the Bangor Diocesan Board of Finance and the Bangor Diocesan Trust.
- Bwrdd Tai, which has responsibility for clergy housing (Parsonage Board), the Bangor Diocesan Housing Association and the Homes of Bishop Rowlands Almshouses.
- The Diocesan Advisory Committee has oversight of the Chancellor's faculty jurisdiction for the care and development of our church buildings.
- The senior staff of the Diocese meet to pray, reflect, discuss and decide upon operational and strategic matters, using the gifts and skills of our Diocesan staff to shape our Diocesan mission and ministry.
- The Cadfan Group regularly brings all our clergy together to worship and discern how God is at work among us.



Our Welsh identity

The Diocese of Bangor is committed to bilingual mission and ministry throughout the Diocese of Bangor, including visitors, worshippers and our staff.

We encourage the use of Welsh, and support those who wish to learn and improve their language skills.





Tîm Deiniol – The Diocesan Team

Tîm Deiniol works across the Diocese of Bangor, supporting the mission and ministry of the diocese. Tîm Deiniol provide expertise and support in areas such as discipleship, finance, communication, property, church schools, and administration.

Finance and Property

Providing diocesan support to Ministry Areas in preparing and implementing our Property Development Plans and our Finance Development Plans.

Welsh language and culture

Supporting Welsh learners and speakers with learning plans, training and continual development; creating Welsh-language evangelistic resources and supporting Ministry Areas to embed a bilingual culture.

Ministry, vocations and discipleship

Responsible for nurturing disciples and growing new ministries, leading our vocational discernment processes, and the continual development of ministry teams.

Communication

Leading the diocesan communication and engagement strategy, supporting communications for St Deiniol's Cathedral and Llwybr Cadfan pilgrimage trail.

Education

Leading our strategic work and engagement with schools and the education sector. We care for 16 Church in Wales schools within the Diocese of Bangor.



Llwybr Cadfan and schools' pilgrimage

We continue to develop our pilgrimage ministry for schools and spiritual seekers. The Llwybr Cadfan pilgrimage route is growing significantly and continues to offer a new way to connect with faith, heritage, and community.



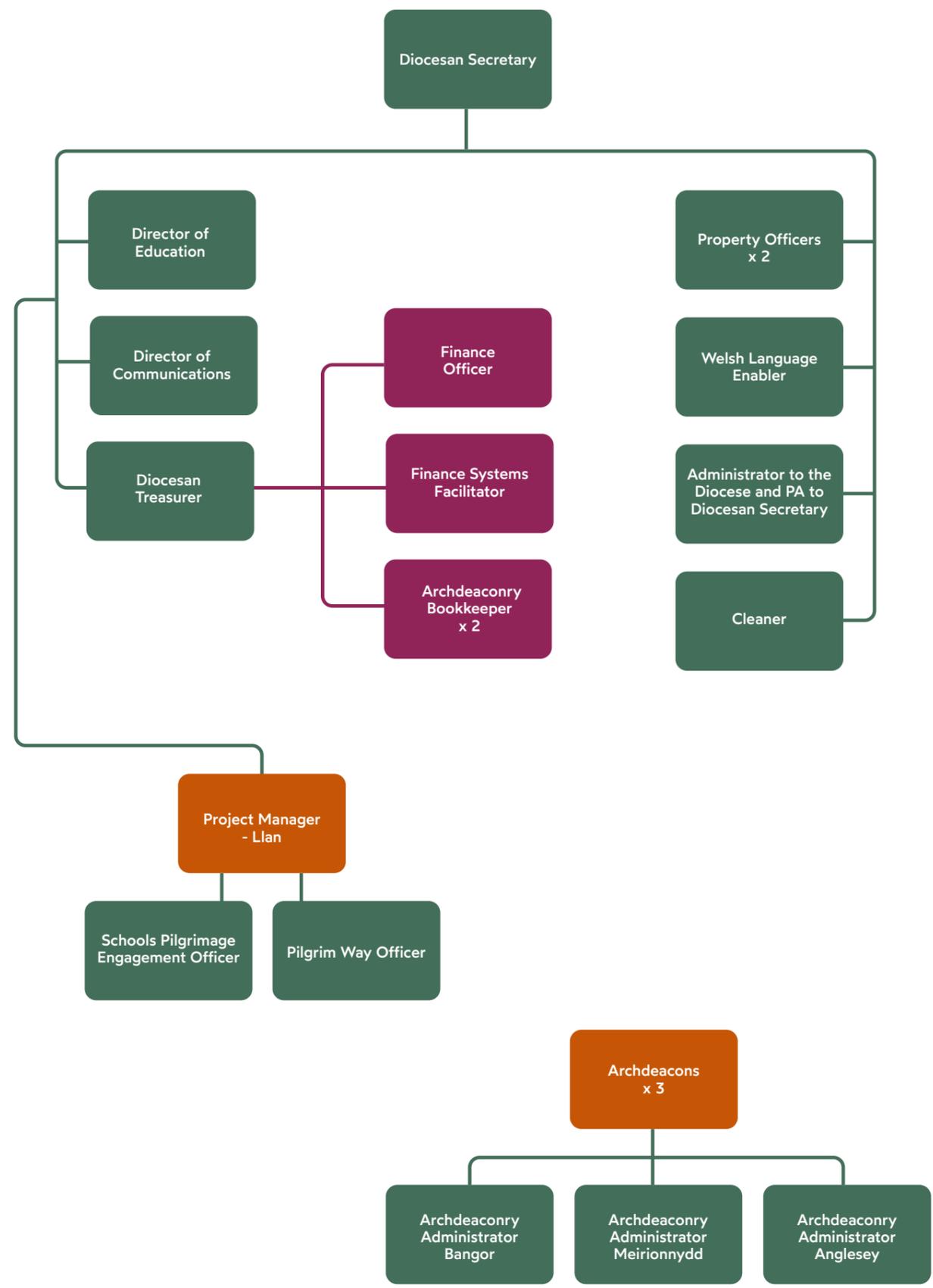
Archdeacons

The Diocese of Bangor is made up of three archdeaconries - Bangor, Anglesey, and Meirionnydd - each supporting the Church's mission across north-west Wales. The Archdeacons and their teams provide pastoral and administrative leadership within their archdeaconries.

Bishop's office

The Bishop's Office in the Diocese of Bangor serves as the hub for episcopal leadership, coordination, and support.





Job description and person specification

The Diocesan Secretary is the principal officer of the Diocesan Administration, the Bangor Diocesan Board of Finance, the Bangor Diocesan Trust and the Standing Committee of the Diocesan Conference. The role provides strategic leadership and executive management to support the Diocese of Bangor in fulfilling its vision, mission and ministry.

The Diocesan Secretary reports to the Bishop and the Chair of the Diocesan charities jointly. They will work closely with the Bishop, Archdeacons, and senior diocesan staff to ensure effective governance, good financial stewardship, and operational excellence. The Diocesan Secretary will be a champion for bilingual communication, and nurture collaboration across the Diocese, as well as representing the Diocese in provincial and national fora.

Key Responsibilities

Strategic Leadership

- As a member of the Bishop’s senior staff, work alongside the Bishop, other senior staff, Diocesan staff, Diocesan trustees and the Standing Committee of the Diocesan Conference to shape and implement diocesan strategy and policy.
- Provide strategic direction, and operational and pastoral leadership to the Diocesan staff.
- Foster a culture of innovation, accountability, and service across all departments.

Governance and Compliance

- Act as Company Secretary to key diocesan bodies, ensuring legal, statutory, governance and reporting deadline requirements are met.
- Oversee elections to national and diocesan bodies, statutory reporting and risk management processes.
- Lead the development and implementation of robust policies, procedures, and internal controls.
- Work closely with the Provincial Safeguarding Team to embed safeguarding as a shared responsibility across the diocese.
- Work closely with the National Team to ensure that agreed Province-wide initiatives are promoted and securely implemented.

Financial Oversight

- Lead financial planning, budgeting, and reporting processes to ensure resources are aligned with diocesan priorities.
- Oversee the relationship with the external accountants, ensuring sound financial controls and asset management.
- Support long-term financial sustainability through strategic investment, stewardship, and resource allocation.
- Supporting grant applications and projects across the Diocese.

Team Leadership

- Manage the Diocesan Office and its staff, promoting a bilingual, positive, inclusive, and high-performing workplace culture.
- Work with the National and Regional HR services to ensure effective recruitment, performance management, and staff development.
- Champion internal communications and staff engagement through regular updates, team-building initiatives, and professional development opportunities.

Ministry Area and Clergy Support

- Develop and deliver resources, training, and guidance to support Ministry Areas and their leadership.
- Encourage active participation of clergy and laity in diocesan initiatives, fostering collaboration and shared ownership.

Operational and Property Management

- Ensure diocesan property and assets are managed effectively and ethically.
- Collaborate with the Diocesan Parsonage Inspector to maintain high standards of clergy housing and property care.
- Oversee operational systems and infrastructure to support efficient service delivery.

Collaboration and Representation

- Represent the Diocese in provincial, inter-diocesan, and national church networks and forums.
- Build and maintain strategic partnerships with external organisations to advance diocesan objectives.
- Promote the Diocese of Bangor as a bilingual, inclusive, and forward-thinking faith community.

Person Specification

Category	Essential	Desirable
Qualifications & Experience	<p>Proven experience in senior leadership roles.</p> <p>Demonstrable experience in strategic planning, governance, financial oversight, and operational management.</p> <p>Strong track record of managing diverse teams and leading organisational change.</p> <p>Fluency in both written and spoken Welsh and English, with experience of working in a bilingual environment.</p>	<p>Experience in faith-based, charitable, or public sector organisations.</p> <p>Familiarity with Church in Wales or Anglican diocesan structures and governance.</p> <p>Understanding of the role of clergy and lay leaders within the church.</p>
Leadership & Management Skills	<p>Visionary and strategic thinker.</p> <p>Decisive and confident leader with a collaborative, servant-leadership approach.</p> <p>Approachable, empathetic, and accessible management style.</p> <p>Strong interpersonal skills to build trust and foster positive relationships.</p> <p>Skilled in conflict resolution, team building, and staff development.</p>	
Communication Skills	<p>Transparent and regular communicator.</p> <p>Active listener with cultural sensitivity and emotional intelligence.</p> <p>Capable of delivering clear decisions and updates through multiple channels.</p>	
Governance & Compliance	<p>In-depth understanding of charity governance, statutory reporting, and risk management.</p> <p>Experience acting as secretary to boards or councils.</p> <p>Familiarity with safeguarding practices and ability to embed a culture of safety and accountability.</p>	
Financial & Operational Competence	<p>Strong financial acumen with experience in budgeting, financial planning, and asset management.</p> <p>Ability to align financial decisions with diocesan priorities.</p> <p>Skilled in operational oversight, including property management and HR processes.</p>	
Personal Qualities & Values	<p>Integrity, honesty, and transparency.</p> <p>Humility and service-oriented mindset.</p> <p>Energetic, enthusiastic, and resilient.</p> <p>Practising Christian committed to the mission and ministry of the Church.*</p> <p>Deep appreciation for ecclesiastical traditions and the Welsh church context.</p>	<p>Communicant member of the Church in Wales or a church in communion with it.</p>

* It is an occupational requirement in accordance with Schedule 9 paragraph 1 of the Equality Act that the holder of this position is a Christian in word and deed.

Additional Information

The Diocesan Secretary works from the Tŷ Deiniol – the Diocesan Office – which is located in Bangor, Gwynedd.

This role will require travel across the Diocese, as well as to provincial and national meetings and events. Applicants must have a full driving licence and access to a car.

The role will also involve working during evenings and weekends, including attending meetings, events, and fulfilling other responsibilities as required.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, sex, or sexual orientation.*

* It is an occupational requirement in accordance with schedule 9 paragraph 1 of the Equality Act for the holder of this role to be a practising Christian.

How to Apply

There are two parts to the application process, which can be completed in either English or Welsh depending on your preference:

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/aUH7VwFNp8> to submit a 3-minute video response to the following question:

What excites you about the opportunity to be the Diocesan Secretary for the Diocese of Bangor?

Please submit your application via www.gatenbysanderson.com/job/GSe123154

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.