



Senior Business & Operations Manager

Are you thinking about how you can make best use of your exceptional operational skills in a creative and dynamic environment?

Are you keen to support the work of the Church of England in education?

Leicester's Diocesan Board of Education (DBE) has a very exciting senior role in its forward-looking team. Through the Director and Deputy Director, the DBE works to support schools and the church to enable the delivery of distinctive and excellent church school education; all within the context of the ever-changing educational landscape and the diocesan mission to young people.

We are looking for a Senior Business & Operations Manager who can lead the business and operational functions of the DBE and so facilitate the team's work to support schools and parishes, meeting the Board's charitable and strategic aims.

We are particularly keen to receive applications from candidates of global majority heritage as they are currently under-represented in LDBE.

This is a full-time post at a senior level although part-time working would be considered for an exceptional candidate. Office hours are 8:30am-4:30pm. However, flexibility is needed as occasional evening working will be required. This role offers the opportunity for hybrid working combining working from home and office attendance. A Time Off in Lieu (TOIL) policy is operated.

Start Date: ASAP

Salary: £35-40,000 negotiable.

Pension: The Diocese offers a non-contributory Defined Contributions Scheme.

Annual leave: 25 days per annum plus bank holidays.

Probationary period: 6 months

The post is subject to a DBS disclosure. The DBE is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The successful applicant will need to provide proof of right to work in the UK before taking up post.

For an informal conversation about the post you can talk to Carolyn Lewis, Diocesan Director of Education. Please contact by email initially to arrange a telephone call: carolyn.lewis@leicesterdbe.org

Applications should be made using the DBE Application Form and a covering letter. CVs will not be accepted without a fully completed application form.

LDBE is committed to being an equal opportunities employer and to ensuring that everyone is treated fairly and not subject to discrimination. We will do whatever is necessary to provide genuine equality of opportunity. We particularly welcome applications from those with a Global Majority heritage.

Closing Date: 10am, Monday 25th April
Potential Interview Date: Thursday 12th May