

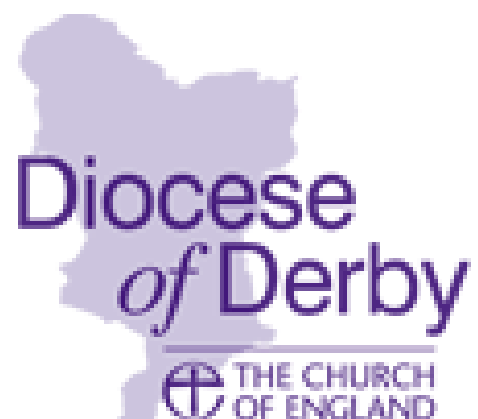


Diocese of Derby Communications & Engagement Manager

Candidate Pack
October 2026



charisma
CHARITY RECRUITMENT





CONTENTS

Section one - Introduction

- Welcome from the Director of Strategy & Engagement

Section two - About us

- Who are we?
- About our diocese
- Diversity Statement
- The Diocesan Vision
- What we do and why
- Organisation charts

Section three - Job description

- Our offer to you
- Job purpose
- Key responsibilities
- Main priorities for the first 12 months

Section four - Person specification

- Essential criteria
- Desirable criteria

Section five - How to apply

- How to apply

1

Introduction

Thank you for your interest in becoming our new Communications & Engagement Manager.

The Parish Support Team exists to serve, support, and equip churches, schools, and communities across Derbyshire. Much of that work depends not only on communicating well, but on helping people participate in important conversations, share their perspectives, and contribute to shaping the future of the Church of England in this region.

By listening carefully, building trusted relationships, and creating opportunities for meaningful engagement, we aim to ensure that local insight helps shape diocesan priorities and decision-making. We want to treat those in local ministry like adults and trust them with complexity – to be namers of reality and dealers in hope.

As Communications & Engagement Manager, you will play a central role in helping people understand, participate in, and contribute to some of the most significant opportunities and challenges facing churches in our diocese today. You will work alongside colleagues across the Parish Support Team to turn strategic priorities into practical engagement activity, consultation, training, resources, and networks that build trust, confidence, and shared ownership.



Over the next three years, we will be engaging churches and church leaders in conversations about how ministry is resourced, how churches can flourish in a changing environment, and how we celebrate and build on our diocesan centenary. Alongside this, you will help strengthen communications capability across hundreds of churches, equipping local leaders to communicate their mission confidently and effectively within their own communities.

If you are a communications expert who enjoys bringing people together, building relationships, facilitating meaningful conversations, and helping others navigate change with confidence, we would love to hear from you.

Sam Frith
Director of Strategy & Engagement
Parish Support Team for the Diocese of Derby

2

About us



charisma
CHARITY RECRUITMENT



Who are we?

The Diocese of Derby is one of 42 dioceses that make up the Church of England. The diocese isn't just the central office or the area we cover – it is the whole Church of England ecosystem in this region, led and cared for by the Bishop of Derby. It's the rich patchwork of local churches, schools, chaplaincies, senior leaders, clergy, lay leaders, volunteers, PCCs, synods, and so on.

Geographically, our diocese takes in all of Derbyshire and small parts of Staffordshire and South Yorkshire. We sit between Sheffield, Nottingham, Stoke-on-Trent, and Manchester, in the heart of the country. The M1 motorway runs the length of the diocese.

Think of Derbyshire and you're probably picturing idyllic, quintessentially English villages, local pubs serving local drinks to refresh the weary hiker (canoeist, rock climber, potholer, etc) after they've had a day in the beautiful Peak District National Park. That's true, we have all that, but we are not just a tourist destination.

We're an incredibly diverse diocese of 1.1 million people, with busy urban centres, bustling market towns, agricultural communities, fields and farms and factories. Our three main ministry contexts in the diocese can be described as 'urban', 'rural', and 'emerging industrial', and the structure of our three archdeaconries roughly mirrors these main contexts.

The Parish Support Team carries shared responsibilities on behalf of the whole diocese, including safeguarding, finance, housing, governance, legal processes, church buildings support, mission support, and communications. This includes equipping and supporting our bishop and other senior clergy as they carry out their roles.

We are based at Derby Church House, our office which is a short walk from Derby Cathedral and the centre of the city.

About our Diocese

In numbers:

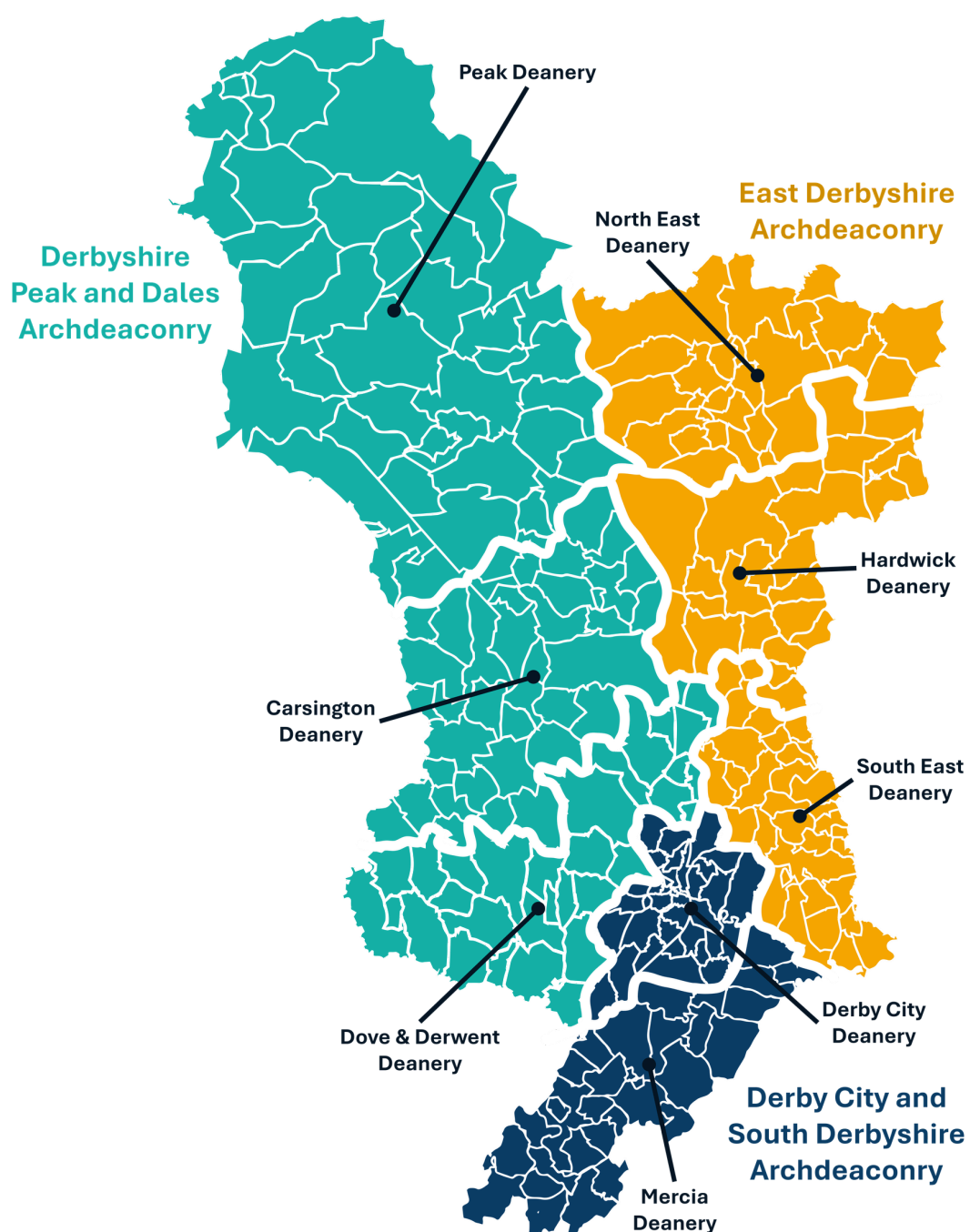
- 257 parishes, each with its own unique character and mission
- 326 church buildings serving local villages, towns and cities
- 90+ vicars offering dedicated and faithful ministry in parishes
- 150+ Licensed Lay Ministers [Readers] serving across the diocese
- 10,000+ members of our worshipping communities.
- 137+ New Worshipping Communities/Congregations, Fresh Expressions
- 111 church schools spread throughout the diocese
- 15,000+ young people being educated in church schools

2

About us



Diocese Map



2

About us



Diversity statement

As an equal opportunities' employer, we particularly welcome applications from UK 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. We are a Disability Confident Employer. If you have a disability or neurodivergent condition that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss reasonable adjustments. We are also able to provide additional support during the application process



Being part of the Derby Parish Support Team is both rewarding and fulfilling. The role provides the opportunity to support dedicated volunteers who generously give their time to sustain and strengthen their church communities. It is a privilege to contribute to their important work and witness the positive impact they make. With no two days the same, the role offers a varied and engaging working environment, where new challenges and exciting opportunities regularly arise.

Naomi Sturman, Finance Manager



2

About us



What we do and why

Part A - What we do

Everything we do as a Parish Support Team connects to what we call our “strategic framework”, which guides our activities and helps to keep us focused on why we’re here.

What we do ourselves and enable others to do

The first part of our framework describes [what we’re here to do](#) ourselves, and to enable those in our parishes to do. There are three levels to how we think about this.

1	We pursue the Diocesan Vision: The Kingdom of God, good news for all – transformed lives through growing church and building community			
2	We work towards the Outcomes , which are the fruit of pursuing the Kingdom of God that will be seen mainly in local congregations and communities:			
	Deepening our relationships with God – Growing our faith so that we are freed by God’s love to live out our calling every day of the week.	Challenging injustice – God’s Kingdom is about justice and joy, and we are called to speak out and act when people are harmed by injustice.	Serving our local contexts – Serving our communities practically, so they can see and experience the good news of God’s Kingdom.	Making new disciples – We are called to share the hope and love of Jesus, inviting others to grow in faith and follow him in their own lives.
3	We take care of the Pillars , which are the key responsibilities of the Parish Support Team and Diocesan Leadership, and which make all the Outcomes possible:			
	Equipping our people – Giving trustees, staff, clergy, licenced lay ministers, and volunteers the tools and support to thrive in their roles.	Sustaining our resources – Working diligently towards the long-term financial sustainability of the Church of England’s ministry in our region.		Shaping our structures and culture – Encouraging good governance at all levels and building a healthy, Kingdom-focused and values-driven culture.

The Pillars make the Outcomes possible, and the Outcomes point us towards the Diocesan Vision. Every department creates plans for their workstreams that each link clearly to at least one Pillar or Outcome.

This helps each role and each team see how their work connects to the bigger vision we share.

We are also using this framework in church-facing processes. This includes Ministry Development Reviews for clergy and Licenced Lay Ministers, and the Mission Action Planning process that churches are encouraged to work through to plan their activities

2

About us



What we do and why

Part B - How we do it

How we go about doing the things that we do

Part of the Christian faith is the responsibility to plan well and be good stewards of all that has been entrusted to us. But we believe that **how** we do our work is just as important, if not more so, than **what** we do. This is reflected in the second part of our framework.

4	We act according to the Values and <i>Behaviours</i> , which are some of the hallmarks that should characterise the way we work and set us apart as the Church:			
	Generous faith • We act with <i>integrity</i> • We <i>collaborate</i> often and well • We hold ourselves and each other <i>accountable</i>	Courageous hope • We are <i>bold and ambitious</i> • We <i>embrace change</i> • We <i>challenge respectfully</i>	Life-giving love • We are <i>appreciative</i> • We work to make people feel <i>included</i> • We <i>welcome</i> difference	
5	We pay attention to the Priorities , thoughtfully and deliberately considering the implications for our named priority areas in every plan we put together:			
	Growing younger <i>e.g. How have we invited the voices of children and young people into this plan?</i>	Growing more diverse <i>e.g. What aspects of diversity could this plan help us to grow in?</i>	Being greener <i>e.g. What parts of this plan might have an environmental impact?</i>	Social & economic deprivation <i>e.g. How might the dynamics of economic inequality and different social classes impact this plan?</i>

So, whatever we're working on – whether we are innovating the way we manage our data, creating a plan to manage our finances well, offering a new training opportunity to volunteers, or something else – we want to act according to the Values and Behaviours and ask ourselves honest questions about the Priorities as we do it.

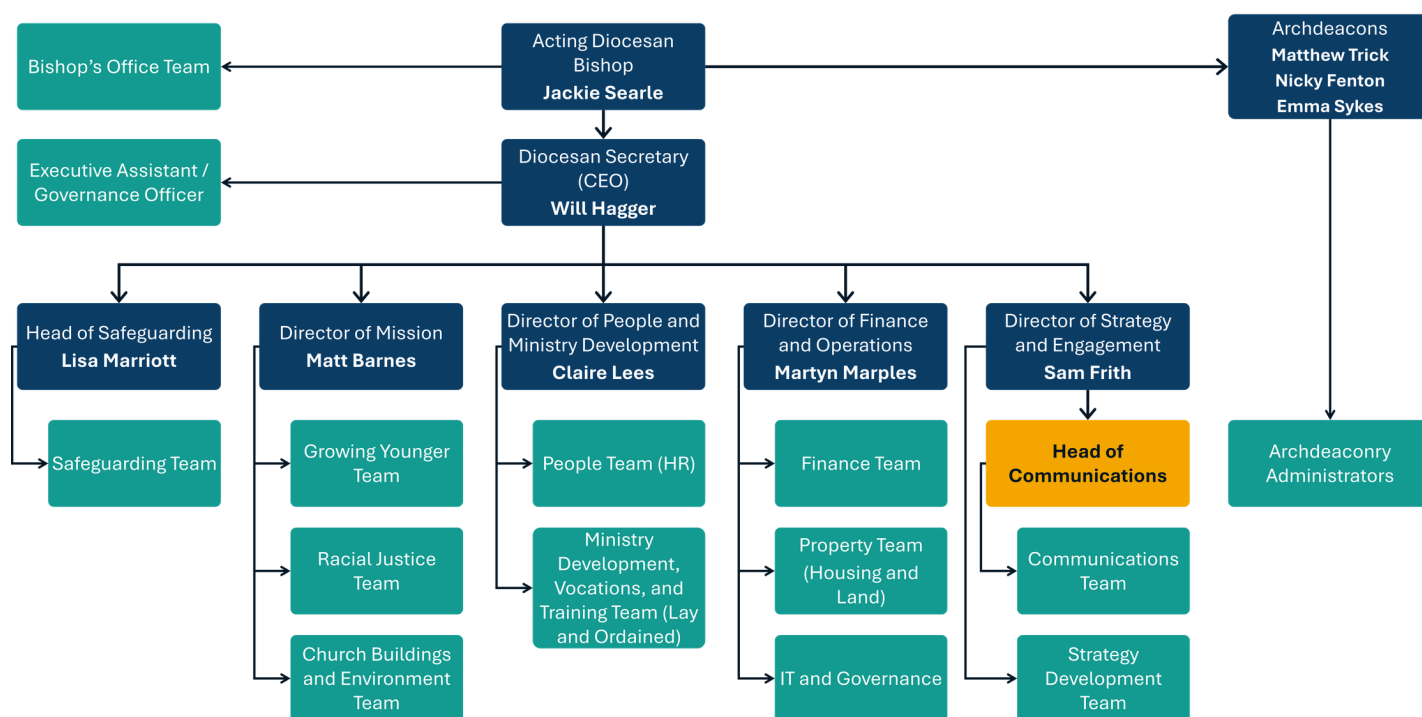
This means slowing down sometimes to do things deliberately. It means working together with others who hold expertise in different Priorities, be they colleagues in the Parish Support Team, clergy or lay leaders in parishes, or National Church team members.

2

About us

Organisation chart

Current organisational structure

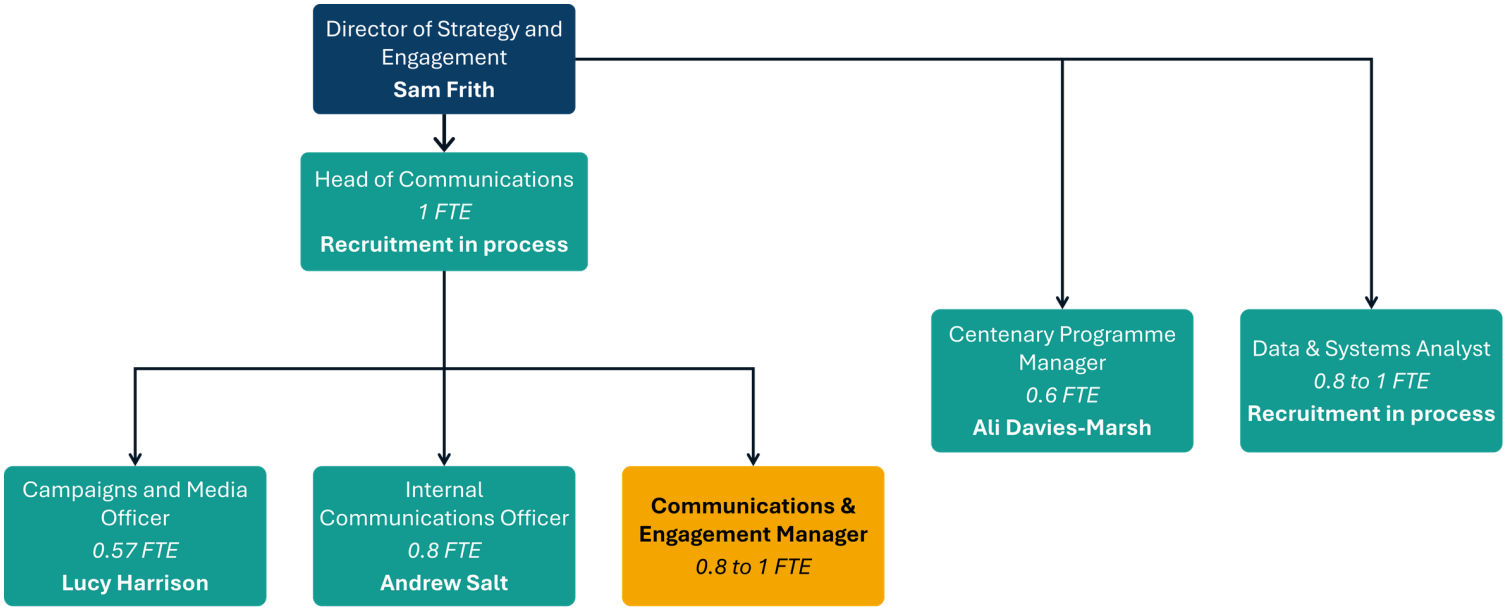


2

About us



Communications Team



“
I've worked for the Diocese of Derby for nearly thirty years, never the same day twice! It's a really exciting time to be a part of an organisation that is so open to change. Working as part of the Parish Support Team is where innovation meets collaboration, you're at the heart of decision-making, surrounded by inspiring colleagues and endless opportunities – I wouldn't be anywhere else right now.
”

Matt Barnes

Director of Mission, Evangelism and Parish Revitalisation

3

Job

description



charisma
CHARITY RECRUITMENT



Our Offer to You

Job title:	Communications & Engagement Manager
Accountable to:	Head of Communications (Line Manager)
Workplace:	Hybrid/Derby DE1 3DR (min 2 days per week onsite)
Salary:	£44,000 per annum (next salary increase 2028)
Contract / Hours:	3 year fixed term contract / 35 hours per week . We are are ideally looking for a full-time person, but open to considering a minimum of 0.8FTE (28 hours per week) for the right candidate.
Holidays:	30 days annual leave (including 5 set discretionary days) for full-time employees plus bank holidays, plus the option to buy up to 5 more days.
Pension:	Non-contributory pension scheme, worth up to 10% of salary (or the option to remain in the clergy pension scheme and sacrifice salary proportionately)
Other benefits:	• Life assurance 2x annual salary life assurance (subject to pension enrolment) • Simply Health Cash Plan, offering 24/7 GP access, reimbursement for health treatment and an Employee Assistance Programme (subject to terms of the scheme), as well as Specsavers eye test vouchers and glasses discounts • An Employee Assistance Programme, providing immediate mental health support and counselling for you and your dependents aged 16–24 • Additional leave options including spiritual retreat days, volunteer days, carers' leave, parental leave, bereavement, and more. Plus supportive sick pay • Reimbursement of reasonable travel and subsistence expenses, support with professional membership fees required for roles, and budget allocated toward personal development and training needs • Free city centre parking (non-contractual), and tea/coffee in Derby Church House

3

Job description



Other benefits continued:

- One fully funded module per year through our Deepening Discipleship Training (CTMM), helping you grow in your Christian formation and leadership
- Staff can borrow a free corporate pass to Chatsworth House, courtesy of the Bishop of Derby, to enjoy one of the region's most beautiful heritage sites
- Access to the Electric Vehicle Leasing Scheme, where new or used electric cars can be leased through the DDBF and paid via salary sacrifice. Mileage and the cost of charging can be claimed back through salary sacrifice also, leading to potentially significant tax savings



Working for the Parish Support Team in the Diocese of Derby has allowed me to develop my career into areas that are hugely rewarding for both myself, and for those whom I serve. Giving and generosity is a fundamental element of our Christian faith, and to be able to work with volunteers in the churches enabling all forms of generosity is a liberating experience, giving hope and creating new ways for people to give to the church. In creating these opportunities, we are supporting Kingdom growth through the Diocese of Derby. Working alongside a fantastic team across all departments has enabled me to focus on my work and get results. I believe we have a team that understands one another, is willing to offer support to each other when needed, and the focus is always, always on supporting our parish network

Steve Johnson, Living Generously Advisor





Job purpose

The Communications & Engagement Manager drives the Parish Support Team's approach to stakeholder engagement, organisational change communications, and parish communications enablement. Through strong relationship-building, facilitation, and communications expertise, the role helps ensure that people across the diocese understand, participate in, and contribute to major diocesan priorities and programmes.

Working closely with the Head of Communications and Director of Strategy & Engagement, the postholder translates strategic priorities into effective engagement activity, communications approaches, training, networks, and resources that build trust, confidence, participation, and shared ownership. The role plays a key part in helping churches, leaders, volunteers, and colleagues navigate change well, while ensuring parish voices and local insight help shape diocesan strategy and decision-making.

The role leads the Parish Support Team's approach to strengthening parish communications capability, equipping churches to communicate their mission confidently and effectively in their local contexts. Through training, resources, and communities of practice, the postholder helps raise the standard of communications across the diocese and supports long-term growth in confidence and capability.

As a senior member of the Communications Team, the Communications & Engagement Manager provides additional leadership capacity, leading significant projects and engagement activity while helping bridge the gap between strategic direction and operational delivery. The role works closely with colleagues across the Communications Team to ensure engagement, communications, campaigns, and storytelling activity are connected, effective, and aligned with organisational priorities.



Key responsibilities

Stakeholder Engagement and Organisational Change

- Design and lead engagement approaches for major diocesan priorities, programmes, and organisational change activity.
- Facilitate workshops, consultations, listening events, and other opportunities for participation and feedback.
- Support senior leaders in engaging stakeholders effectively on complex or significant issues.
- Ensure stakeholder insight informs communications planning, programme delivery, and decision-making.

Parish Communications Enablement

- Lead the Parish Support Team's approach to strengthening communications capability across parishes.
- Develop training, resources, guidance, and practical support for clergy, churchwardens, volunteers, and other local leaders.
- Establish and maintain communications networks and communities of practice that encourage peer learning and the sharing of good practice.
- Identify opportunities to improve confidence, consistency, and effectiveness in local communications.

Communications Planning and Delivery

- Translate strategic priorities into coordinated communications and engagement plans.
- Lead designated communications and engagement projects, ensuring effective planning, delivery, and evaluation.
- Support the development of messaging, resources, and materials that communicate complex issues clearly and accessibly.
- Work collaboratively with colleagues to ensure communications activity is aligned, joined up, and audience-focused.



Insight and Relationship Management

- Build and maintain strong relationships across parishes, schools, governance bodies, diocesan leadership, and Parish Support Team colleagues.
- Gather, analyse, and interpret stakeholder insight, identifying emerging themes, challenges, and opportunities.
- Act as a key link between parishes and central diocesan entities, helping ensure effective two-way communication.
- Use insight and feedback to inform organisational priorities, communications activity, and engagement approaches.

Team Contribution and Professional Leadership

- Act as a senior member of the Communications Team, contributing to planning, prioritisation, and continuous improvement.
- Provide professional expertise and guidance on engagement, consultation, facilitation, and change communications.
- Work closely with the Internal Communications Officer and Campaigns & Media Officer to support successful delivery of team objectives.
- Represent the Head of Communications when appropriate and provide reasonable cover during periods of absence.

Safeguarding responsibilities:

- Comply with the Church of England's Safeguarding Code of Practice, House of Bishops safeguarding policies and practice guidance, and all Diocese of Derby safeguarding policies and procedures. Safeguarding is everyone's responsibility, and the postholder must undertake the safeguarding training required for their role and report any safeguarding concerns promptly in accordance with diocesan procedures.
- Maintain the standards of behaviour and conduct required for a position of trust and must promptly inform their line manager of any matter that may affect their suitability to undertake the role.

3

Job description



Having been a member of the Parish Support Team for over 2 years now, I have found it an incredibly supportive and friendly environment in which to work. Being able to provide real and meaningful support to those in the parishes gives such a sense of purpose to the day-today, which in itself is incredibly varied. It helps that I work alongside a fantastic team, within which I have been able to sharpen my existing skills and learn plenty of new ones!

Ben Martin, Lay Ministries Officer





Main priorities for the first 12 months

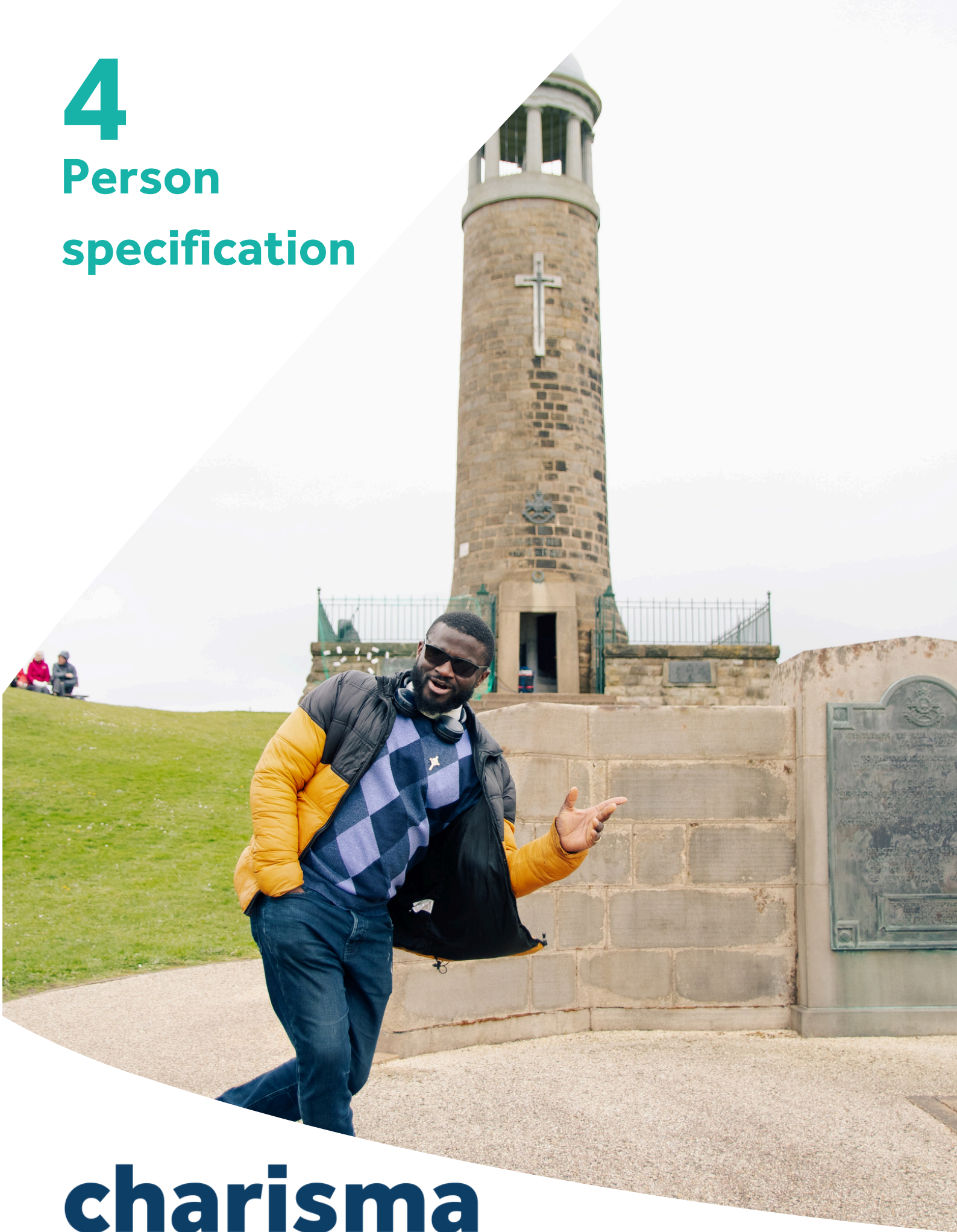
In the first 12 months, the successful candidate will play a critical role in work which has a massive strategic impact on Church of England mission and ministry across Derbyshire:

- Work with the Head of Communications to deliver a communications approach that strengthens understanding of Common Fund, helping parishes engage with how ministry is resourced across Derbyshire and the shared responsibility of supporting the wider Church.
- Support the development and publication of the 2026 Impact Report, building on the organisation's first report and strengthening how we communicate impact, value, learning, and outcomes.
- Work alongside the Centenary Programme Manager and senior leaders to engage churches, clergy, and stakeholders in preparations for the diocese's centenary year.
- Facilitate wider conversations with church leaders about how the Church can flourish in a changing social, cultural, and financial environment.
- Develop a programme of training, networking, and resources to raise the level of communications in hundreds of churches across the whole diocese.



4

Person specification



charisma
CHARITY RECRUITMENT

4

Person specification



Criteria	Essential	Desirable
Knowledge	• Strong understanding of communications, stakeholder engagement, consultation, and relationship management. • Understanding of how communications and engagement support organisational strategy, culture, and change. • Understanding of capability-building approaches, including training, coaching, and peer learning. • Understanding of the mission and structures of the Church of England, or willingness to learn.	• Understanding of organisational development, change management, or behaviour-change approaches. • Deeper understanding of Church of England governance, culture, and parish life. • Understanding of event management and facilitating meaningful engagement processes with large groups.
Experience	• Experience designing and delivering communications, engagement, or consultation activities involving multiple stakeholders. • Experience supporting organisational change or transformation programmes. • Experience building productive relationships and influencing people across complex organisational environments. • Experience facilitating meetings, workshops, training sessions, or group discussions. • Experience translating strategic priorities into practical plans, projects, or programmes of work. • Experience developing resources, guidance, or approaches that enable others to build confidence and capability.	• Experience working in a church, charity, public sector, or membership-based organisation. • Experience establishing or leading networks, communities of practice, or peer-learning groups. • Experience advising senior leaders. • Experience of voluntary leadership, ministry, or participation within a church context.

4

Person specification



Criteria	Essential	Desirable
Qualifications	• Educated to degree level or able to demonstrate equivalent knowledge through professional experience • Clean UK driving licence and ability to travel across the diocese.	• Qualification or professional training in communications, engagement, organisational development, change management, facilitation, coaching, marketing, or a related field.
Skills	• Excellent written and verbal communication skills. • Strong facilitation, relationship-building, and stakeholder engagement skills. • Ability to influence, advise, and support individuals and groups at all levels of an organisation. • Strong project management and organisational skills, with the ability to manage multiple priorities simultaneously. • Ability to gather, analyse, interpret, and communicate insight effectively. • Ability to work both independently and collaboratively within a team environment	• Ability to interpret engagement or communications data and use it to improve future activity. • Coaching, training, or mentoring skills. • Confidence using digital engagement tools, collaboration platforms, or communications systems.
Other	• Able to work from the office in Derby 2 days per week on average • Able and willing to travel across the diocese when necessary • Able to work in sympathy with the values, ethos, and mission of the Anglican faith.	• Deeper understanding of the Christian faith and/or the Church of England.

4

Person specification



The Christian vision, ethos and principles of the Church of England underpin all aspects of the way the Derby Diocesan Board of Finance Ltd operates.

This role requires an enhanced DBS and Safeguarding check.

Right to Vary Job Description

This Job Description may be reviewed and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes.

- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the DBF might reasonably expect to be within your competence and grade.



5

How to apply



charisma
CHARITY RECRUITMENT

5

How to apply



The Diocese of Derby is working exclusively with Charisma Charity Recruitment.

Expressions of interest should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant, Charisma Charity Recruitment: 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Charisma is committed to inclusive and accessible recruitment processes. If you have any reasonable adjustments or wish to apply for this role under the Disability Confident Scheme, please contact our Operations Teams on info@charismarecruitment.co.uk. Charisma will ensure all candidates who disclose that they wish to apply under the Disability Confident Scheme and that meet the minimum criteria for the role will receive an opportunity to interview with the Charisma Consultant representing the vacancy.

Key dates

- Closing date: Sunday 1st November
- Charisma vetting interviews will be held on a rolling basis and must be completed by Tuesday 3rd November
- Interviews with the Diocese of Derby will be held in person on Tuesday 10th November



charisma
CHARITY RECRUITMENT