

## **Diocese of Chester**

### **Diocesan Secretary**

Full Time – 35 hours per week

Salary: £90,000 – £92,700

The Diocese of Chester is seeking to recruit a Diocesan Secretary who will be:

- 1) A senior member of the Bishop of Chester's core staff team,
- 2) The chief officer of the charitable business that undergirds the Diocese of Chester, and
- 3) The most senior, 'lay' officer of the Diocese of Chester.

The role is complex as well as important. You will need an open heart and deep courage, patience, kindness, humility, determination, and constantly reflective practice. We value competence founded on transparent good character, grounded deeply in Christian faith. You will need to be able to see over the horizon without missing the personal needs of team members, enabling both with persistent grace and strategic focus.

The successful candidate will be inspirational, humble, skilled and experienced in leadership in both 'first-' and 'second-chairs', a change manager, relational and the technical ability to fulfil the role.

This role is based in Church House, Daresbury, Warrington which is a key operational centre for the life of the Diocese.

For informal conversation, contact the Bishop of Chester at [bpchester@chester.anglican.org](mailto:bpchester@chester.anglican.org)

The recruitment pack, including job description, person specification and application form can be downloaded from the Diocesan website: <https://www.chesterdiocese.org/vacancies>

Completed application forms should be returned by email to [bpchester@chester.anglican.org](mailto:bpchester@chester.anglican.org)

Closing date: Sunday 23<sup>rd</sup> August 2026

Interviews: Tuesday 8<sup>th</sup> September 2026

**The Diocese of Chester is fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.**

An Enhanced DBS Disclosure will be required for the successful candidate.

An Occupational Requirement exists for the postholder to be a practising Christian, in accordance with the Equality Act, 2010.

Chester Diocesan Board of Finance is a company limited by guarantee registered in England (no 7826) and a registered charity (no 248968)