



DIOCESE OF LEEDS

CHIEF OPERATING OFFICER

The Catholic Diocese of Leeds comprises the whole of West Yorkshire (except for the parish of Todmorden) together with parishes in the East Riding, North Yorkshire, Greater Manchester, and Lancashire.

The Chief Operating Officer (COO), reporting directly to the Bishop of Leeds and the Directors of the Diocese of Leeds Trustee, and working closely with the Vicar General/Moderator of the Curia, will hold a key pivotal role to ensure that the operational and financial services of the Leeds Diocesan Trust are of the highest quality and comply with all statutory obligations.

The COO will exercise the canonical responsibility of diocesan 'Finance Officer' and carry out the functions of Company Secretary. The post also entails the provision of high-quality support to clergy, overall line management and co-ordination of the lay staff within the diocesan Curia, as well as being the key contact with external advisors.

The COO will be a practising and committed member of the Catholic Church, a qualified member of a recognised accountancy professional body, a strategic thinker and proven leader with first rate communication skills and extensive managerial and HR experience.

Contract tenure: Permanent, Full-time

Salary: £70k to £80k p.a. related to experience

Closing date for applications: Friday, 24th September 2021

Date of Interviews: Monday, 4th October 2021

For details of the application process and job specification, contact:

Email: bishop@dioceseofleeds.org.uk

Tel: 0113 261 8015 (Tuesdays to Fridays, 9am-5pm)

The Diocese of Leeds is a registered charity: Charity No. 249404



Director of the Franciscan Centre, Ladywell



The Franciscan Missionaries of the Divine Motherhood (FMDM) are offering an exciting and rewarding opportunity to be at the heart of launching our new Franciscan Centre at Ladywell, Godalming, Surrey, England. FMDM are moving towards creating three Charitable Incorporated Organisations of which the Franciscan Centre Ladywell is one of them.

The role will launch a fully refurbished Centre in the beautiful Surrey countryside available for retreats, conferences and activities, which embody Franciscan hospitality and values.

You will need to possess excellent marketing, networking and leadership skills to develop the Centre and place it firmly on the map as a Centre of Franciscan excellence through the programmes it delivers and visitor experience.

Are you;

- An experienced senior manager with a hospitality background
- An inspirational leader committed to winning the hearts and minds of the people you work with
- Have a genuine desire to work with a group of people committed to giving back to society

If so, we want to hear from you.

Hours Full time, flexibility essential

Location Godalming, Surrey, England

Salary £45,000- £50,000 depending on experience.

Closing Date 30th September 2021

Strictly no agencies. For more information, a Job Description and how to apply please direct all enquiries to recruitment@ladywell.org.uk

THE TABLET ONLINE EVENTS

Thank you Lord

Ruth Gledhill will be joined by members of the Gospel Choir, MTN Joyous Celebration, to talk about the landscape of South African gospel music and their long and illustrious journey which has made them into the gospel powerhouse that they are today.

Wednesday 22 September; 6:00-7:00 BST

The Social Mission of the Church in a Post-Covid society

with speakers Raymond Friel, Daisy Srblin,
Damian Howard SJ and Clare Watkins

Thursday 23 September 2021 6.00-7.00PM BST

Catholics reading the Bible in 2021

with Sean Ryan, Nicholas King SJ
chaired by Dr Natalie K. Watson.

Wednesday 6 October 2021 6.00-7.15PM BST

If Stones Could talk

with speakers Peter Stanford and Joanna Moorhead

Thursday 7 October 2021 6.00-7.00PM BST

To book your tickets visit: www.thetablet.co.uk/events



LEAD CATECHIST

POLISH & ENGLISH SPEAKING
ST IGNATIUS CHURCH, STAMFORD HILL 2021

We are a lively and very active Jesuit Parish in North London, and we wish to appoint a Full-Time Catechist (Polish & English speaking) to lead our catechetical ministry. The work would involve teaching online and in person, on some weekends and evenings, coordinating and training the catechetical volunteers, preparing children and parents for First Holy Communion, preparing parents for the baptism of infants, RCIA, teenage Confirmation, and other associated responsibilities. The work would suit a recent graduate in theology, a teacher, or someone committed to and with experience and training in the ministry of catechesis. Applicant must have leadership and organisational expertise, and be willing to work flexible hours including weekends and some evenings and some additional days in accordance with the liturgical calendar, and can expect to be working about **37 hours per week** during the teaching time (normally September - June), including contact time and email/clerical time. Salary to be paid monthly in accord with Diocesan standards and commensurate to responsibility and amount of work (seasonal). The successful candidate will be provided with office accommodation.

This post is in conformity with enhanced Safeguarding certification.

A full job description is available on application.

Please send CV to stamfordhill@rcdow.org.uk with "Lead Catechist" in the Subject Line. Deadline for applications: **30 September 2021**