



THE COMMUNITY OF THE
TREE OF LIFE

Diocese of Leicester

Voluntary Worker –Interim Community Operations Manager (RESIDENTIAL)

How to Apply

Please supply a Curriculum Vitae and a letter of application.

In the letter, please state your reasons for applying for this role. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification.

The names of three referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment.

References are normally taken up prior to interview: please indicate any referees to whom an approach should only be made after the interview.

Applications should be sent by 1st August (12 noon) • by email to Lynn Gerighty lynn.gerighty@leicestercofe.org or by post to Mrs Lynn Gerighty, Diocese of Leicester, St Martins House, Leicester LE1 5PZ

For an informal conversation about the post you can talk to Matt Long, Sub Prior of the Community on 07762578924 or contact him by email on matt.long@leicestercofe.org

More information about the Diocese of Leicester is available on our website:
<https://www.leicester.anglican.org>

More information about the Community of the Tree of Life is available on our website
www.leicestertreeoflife.org.uk

The closing date for applications is Sunday 1st August (12 noon).

Shortlisting will take place in the days following the closing date and every effort will be made to contact applicants as soon as possible after that date.

Interviews will take place at the Community House in Leicester on 9th August.

Summary of Terms and Conditions

Voluntary Worker Status

The Interim Community Operations Manager will be a voluntary worker at the Leicester Diocesan Board of Finance, based at St Martins House, 7 Peacock Lane, Leicester LE1 5PZ.

The post is residential, and the post holder is required to live in the flat at the Community House, 6 St Martins, Leicester LE1 5DB for the better performance of their duties.

This is envisaged as a part-time post of at least 25 hours per week with working times varying according to the needs of the work including unsocial hours. Regular weekend and evening working will be involved. Flexibility is required. We are happy to hear from candidates who could offer more than 25 hours per week.

Annual leave 30 days pro rata, plus Bank Holidays on a pro rata basis.

Annual Leave must be agreed with your line manager in line with the annual rhythm of the Community.

Leave cannot be taken at certain priority times within the year.

Annual Retreat You may take up to 6 days per year for a spiritual retreat or other spiritually enriching activity to be taken at times to be agreed with your line manager.

Probationary period 3 months

Anticipated start date 1st September 2021, but we are open to some flexibility.

Your role with the Diocese will be conditional upon receipt of a satisfactory Disclosure and Barring Service (DBS) disclosure.

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

This is a non-ordained, lay post. We are particularly keen to receive applications from BAME candidates, as they are currently under-represented in our organisation.

There is a genuine occupational requirement that the postholder is a Christian.