



THE DIOCESE OF LEEDS

RECRUITMENT ADVERT FOR THE POST OF CHIEF OPERATING OFFICER

Following the retirement of the current officeholder, we are looking to recruit a new Chief Operating Officer (COO) for the Leeds Diocesan Trust.

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 COO reports directly to the Bishop of Leeds and the Directors of the Diocese of Leeds Trustee and works closely with the Vicar General/Moderator of the Curia. The COO holds 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 exercises the canonical responsibility of diocesan 'Finance Officer' and carries 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: £70,000 to £80,000 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, please contact:

Email: bishop@dioceseofleeds.org.uk

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