

**PCC/PARISH NAME**

**PCC/PARISH LOGO**

**Job Title**

**X hours per week. (If some evening work/weekend work required then write it here)**

**£XX,XXX.XX (£XX,XXX FTE if applicable) per annum plus % Employer Pension Contributions and any other benefits you offer**

**Contractual Location is [xxx] (If the candidate can choose then mention the options of hybrid, Office only or Homeworking here)**

**The Role of [Job Description]**

We are looking for someone who can……………………………………… (Paragraph about the job)

**The main responsibilities of the [Job Title] are:**

(Brief list of responsibilities - choose the most exciting aspects of the role where possible to promote excitement in the reader)

**What we are looking for in a [Job Title]:** (This is where you can list some of the essential qualities we are looking for, remembering to use soft language such as “familiarity with” so that it doesn’t put people off applying if they believe they need to have 100% of the essential requirements)

**This post reports to (Job Title) and is based in (Location).**

# **Equality, Diversity and Inclusion Statement:**

We welcome Diversity in the Diocese of Coventry

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

All employees undertake equality, diversity and inclusion training.

Full job description and Person Specification are available from [[WEBSITE](https://coventry.anglican.org/about/vacancies/) ADDRESS]

For an informal discussion regarding this role, please contact (Name, email address, phone number)

Closing date for applications: (Date)

Interviews will take place at the Diocesan office: (Date)

Please send completed applications to:

Email: [EMAIL ADDRESS]

or

Post: [POSTAL ADDRESS]