



DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE	Hub Leader(s) for PREPARED urban leadership training programme
REPORTS TO	PCN Trainer/Programme Leader Rev Michelle Taylor
SALARY	£30,900 FTE (actual £6,180 per role) p.a.
HOURS	Two roles for 7 hours/week each. The two roles could be combined into a single 14 hour role.
DURATION	Fixed term contract until 31 st August 2029
LOCATION	Hybrid working at PREPARED hubs, in North and South Bristol (locations to be confirmed), home and office work as necessary.

JOB SUMMARY

This is a new role to enable the expansion of the PREPARED urban leadership training programme across the Diocese of Bristol as part of the Priority Communities Network (PCN) commitment to lay leadership training.

PRIORITY COMMUNITIES NETWORK (PCN)

The PCN is a parish-based holistic project that looks to deploy substantial resource into churches in the areas of greatest disadvantage in the Diocese of Bristol. The programme aims to enable and cultivate sustainable, good growth across areas of multiple deprivation so that we see numerical growth of people and finances, deeper discipleship, and social transformation in these communities.

KEY RELATIONSHIPS

- Line managed by the Priority Communities Trainer and PREPARED project developer and manager.
- Bristol Diocese PCN Team: Dean of Priority Communities, PCN Project Manager and PCN Project Coordinator.
- The Hub Leaders will also be required to work closely with the incumbents and mentors of the programme participants, alongside other Diocesan staff.



SAFEGUARDING

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

MAIN RESPONSIBILITIES

- To run the PREPARED training hub in either North Bristol or South Bristol with a first cohort of at least 8-10 starting training in September 2026, growing to a stable cohort of 12 per year thereafter.
- To be a lead tutor of the PREPARED training hub.
- Actively recruit PREPARED programme participants, tutors and mentors from across the theological traditions of the Church of England.
- To play a full part in developing the content and delivery of the PREPARED training programme, within the framework of transformation, mission and leadership.
- Delivery of the PREPARED programme, both directly and by facilitating other tutors and teachers.
- Supporting and advising clergy from our priority community parishes in discerning lay vocations and potential lay leaders.
- Empowering and coaching course participants, enabling them to develop leadership skills within, and appropriate to, their local parish setting.
- Work with all sponsoring incumbents to facilitate the formation of participants during training and their fruitful deployment once training is complete.
- Supporting participants in discerning future ministries after participation in the programme.
- Support the possible development of other PREPARED hubs within the Diocese in the future.
- Maintaining records, financial records and statistics to support the stewardship of the project and report on its progress.
- To work with PCN colleagues to create personal stories of transformation resulting from the PREPARED course as qualitative outcome measures.
- Other responsibilities as may be assigned by the Line Manager that are in keeping with the ethos of the role.



PERSON SPECIFICATION

To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria below.

ESSENTIAL CRITERIA

Personal

- A vibrant, life-giving and life-shaping Christian faith, rooted in a local church.
- Good self-awareness, with a desire to work well with those with whom you disagree.
- A desire to grow as a person, as a Christian and as a leader.

Experience

- To have undertaken some theological training, e.g. a diocesan programme, a Licensed Lay Ministry training programme or other recognised training.
- A proven track record in leadership of urban ministry.
- A gifted communicator, who can express the deep truths of Christianity in clear and accessible language for a range of people and contexts.

Education/ Qualifications

- A good understanding and use of the English language, written and spoken.

Skills/ Ability

- Strong administrative gifts to enable the new hub to run well, and to be well integrated into the rest of the PREPARED and PCN programmes.
- The ability to inspire others to grow as disciples of Jesus Christ across the breadth of the traditions of the Church of England.
- The ability to lead, be led and be fruitful as part of a dynamic, diverse and dispersed team.
- Flexibility to work some evening and weekends.



- Willingness and ability to travel independently both within the Diocese and beyond as required.

DESIRABLE CRITERIA

- A working knowledge of the Church of England structures and traditions.
- Currently worshipping and involved in an Anglican church.

NOTES

We are committed to being a fair, respectful and inclusive organisation.

We believe that diversity enables us to thrive and develop and we are committed to race equality, welcoming applications from all under-represented groups.

This post is subject to an occupational requirement that the postholder be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.

HOW TO APPLY

For more information or an informal conversation regarding this post please contact the PCN Trainer, Rev Michelle Taylor: michelle.taylor@bristoldiocese.org

If you feel God is calling you to work with us, then please look at the details on our website [Vacancies: Join us - Diocese of Bristol](#) and apply via [BambooHR](#)

Closing date for applications: 9am Tuesday, 1st September 2026

Expected interview date: Monday, 5th October 2026.