



## **Diocese of Coventry**

### **Community Engagement & Development Officer Churchyard Biodiversity & Heritage Project**

**35 hours per week - some evening work/weekend work required**

**£32,919 per annum plus 8.5% Employer Pension Contributions**

**Fixed term for 1 year initially for the Development Stage, with the aim of securing 5 years of funding from The National Lottery Heritage Fund for the 5-year Delivery Stage.**

**Contractual Location is the Diocesan Offices in Coventry, with hybrid working available (to be confirmed on appointment).**

#### **The Role of the Community Engagement & Development Officer**

Are you passionate and proactive co-ordinator, inspired by the rich biodiversity found in our nation's churchyards and excited by the opportunity to engage communities with these special spaces?

Could you play an important role in our exciting Churchyard Biodiversity & Heritage Project—an ambitious initiative made possible through nearly £200,000 of Development Stage funding from The National Lottery Heritage Fund? Delivered in partnership with Warwickshire Wildlife Trust and Caring for God's Acre, this six-year project will:

- Empower Anglican churches by supporting church communities in Coventry and Warwickshire unlock their churchyards' potential for biodiversity, heritage, and well-being.
- Engage the wider community by inviting non-churchgoers to be part of the exciting journey of managing and enhancing churchyards
- Promote inclusivity and ensure that under-represented and less-able groups, along with people from all economic and social backgrounds, can access and enjoy these green spaces.
- Contribute to a greater cause by being part of the national dialogue on how local communities and small organisations can respond to the species and climate crisis.

This is a unique opportunity to shape a landmark project that enhances the ecological and historical value of churchyards across the Diocese of Coventry, while building lasting connections with the communities they serve.

#### **The main responsibilities of the Community Engagement & Development Officer are:**

- To provide the lead on integrating community engagement activities, consultations and events to connect local people with the biodiversity and heritage of churchyards across the Diocese

- Support churches in developing local partnerships focused on protecting and enhancing the biodiversity in their churchyards
- Contribute to the development of detailed management and activity plans, working closely with the Biodiversity & Natural Heritage Officer, appointed consultants and other national initiatives.
- Promote and coordinate volunteer involvement in national initiatives like Churches Count on Nature and the Big Garden Birdwatch.
- Assist the Project Manager with progress reporting and data supporting the preparation of the Heritage Fund Delivery Phase application.

**What we are looking for in a Community Engagement & Development Officer:**

- A confident communicator with experience in community engagement and volunteer coordination
- A passion for nature conservation and heritage, with the creativity to design inclusive and inspiring engagement opportunities
- Strong organisational skills and the ability to manage multiple tasks and deadlines effectively
- Excellent verbal and written communication skills, with the ability to build relationships across church communities, partners, and stakeholders.

**This post reports to the Project Manager and is based in Coventry**

**Equality, Diversity and Inclusion Statement**

We welcome Diversity at the Diocesan Board of Finance

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.

**For more information....**

Full job description and Person Specification are available from  
<https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact Andy Duncan to arrange a telephone conversation, [Andy.Duncan@Coventry.Anglican.org](mailto:Andy.Duncan@Coventry.Anglican.org)

Closing date for applications: 31<sup>st</sup> July 2025  
 Interviews will take place at the Diocesan office: 28<sup>th</sup> August 2025

Please send completed applications to:  
 Email: [recruitment@coventry.anglican.org](mailto:recruitment@coventry.anglican.org)

Or post to:

Simone Smith, Coventry Diocesan Board of Finance, Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX.