

Deputy Chair of Norwich Diocesan Board of Finance

Information Pack / January 2026



Introduction from Bishop Graham, the Bishop of Norwich

Thank you for your interest in this role.

The Diocese of Norwich is a wonderful place to serve, with amazing diversity: deeply rural, market towns, coastal towns and urban centres, some with low income communities and rapidly expanding new housing developments. That variety is in itself energising, but for me what really makes this such a rewarding, satisfying and fun place to be engaged in God's mission is the people – parishioners, church workers and clergy – exploring and living out what it means to be transformed by Christ – prayerfully, pastorally and prophetically.

The Church of England will face both joys and challenges in the coming years as we seek to share the Gospel afresh with each generation. I am looking for an exceptional individual, who will bring fresh thinking and some innovative answers and solutions, as the Deputy Chair, and potentially the next Chair, of the Diocesan Board of Finance. That person will be a person of faith committed to the Church of England and someone who relishes a challenge and wants to achieve something significant and lasting for the life of the Church in Norfolk and Waveney. I am keen to hear from anyone with the skills that we are looking for and all are welcome to apply.

+ *Graham Norris*

Welcome to the Diocese of Norwich

We are looking for a new volunteer Deputy Chair for our Diocesan Board of Finance – an exceptional individual to help us ensure we can sustainably grow the mission of the Church of England in Norfolk and Waveney and who will relish the opportunity of helping us navigate through the various challenges and opportunities that lie ahead.

As a dedicated Christian you will know, and want to share, God's love and understand the importance of having a solid financial base from which to do so. You will already have undertaken senior roles and now want to use your skills to help us see the Kingdom of God grow in this place.

Working with the Bishop and senior staff, together with the Bishop's Council of Trustees, you will be able to help us set the direction for how we can best encourage, enable and empower local churches, chaplaincies and schools to impact their local communities. This will include supporting the implementation of the new Diocesan Strategy and an application to the Archbishop's Council for funding to support it.

This voluntary role is being recruited to as part of our succession planning to ensure good governance continues over the years ahead. The Chair of the Norwich Diocesan Board of Finance (NDBF), Mark Jeffries, has been in post since 2021 and will step down after two terms in 2027. Our aim is for the Deputy Chair to develop sufficiently in their role to enable their effective transition into the role of Chair at this time, subject to the approval of Diocesan Synod. In order that the Board retains the required balance of clerical and lay members, the individual must be a lay member, i.e. not a member of clergy.



The Diocese of Norwich

The Diocese of Norwich is one of the oldest in the country, it is also one of the largest in England in geographical area but with a relatively low density of population. It covers an area of 1804 square miles and had a population in 2021 of just over 928,000.

It comprises almost all of Norfolk, save for most of two deaneries of Ely Diocese, and includes also a small part of Suffolk near Lowestoft. Apart from Norwich, home to the 900-year-old Cathedral, there are five significant towns: these include King's Lynn and Dereham in the Lynn archdeaconry, and Great Yarmouth, Lowestoft and Thetford in the Norfolk archdeaconry.

The Diocese is served by 237 licensed clergy, 166 of whom are stipendiary, and 303 clergy with permission to officiate and 91 licensed lay ministers. There are currently 570 parishes (201 benefices) with 658 church buildings. The vast majority (89 per cent) are listed buildings.

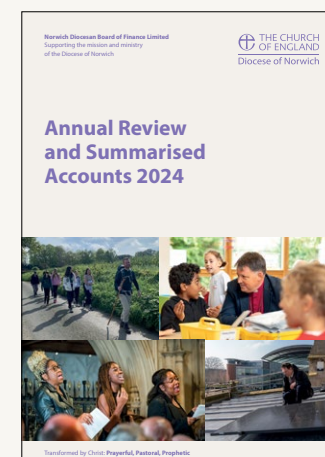
After the Diocese of Oxford, the Diocese of Norwich has more churches in use than any other in England despite having the third lowest population per church building (after Hereford and St Edmundsbury & Ipswich).

We delight in having 108 church schools (nearly 50 are in our two multi academy trusts), and we have strong relations with many county and independent schools.

The Norwich Diocesan Board of Finance Ltd is governed by the Bishop's Council of Trustees who are trustees of the charity (charity registration number 249318) and directors of the company (a company limited by guarantee, registration number 0088175). They also perform the roles of the Bishop's Council, the Diocesan Mission and Pastoral Committee, and the Parsonages Board.

The Diocesan Board of Finance acts as an infrastructure body supporting churches, chaplaincies and schools, and in this oversees policy, vision and strategy, but also the financial and administrative work of the Diocese. Its main responsibilities are to use its assets (c.£160m)

in a way that best supports local ministry and mission throughout the Diocese and to meet its statutory obligations as a major employer in the county for the payment of stipends, salaries, employers National Insurance and pension contributions. The annual budget is in the region of £13-14m per annum.



Click the below link for the
2024 Annual Report and Accounts.
www.DofN.org/Accounts2024

Role of the Deputy Chair of the NDBF

Key Purposes

- To live out our vision to be Transformed by Christ – prayerfully, pastorally, prophetically.
- To help shape and nurture the ongoing vision, values, policies and strategies of the Diocese, in partnership with governance, clergy and staff colleagues, in line with our charitable objects.
- To support the effective stewardship of diocesan finances and their use, including involvement in areas such as mission and ministry, financial strategy, Parish Share and asset management.
- To understand the needs of local churches, chaplaincies and schools sufficiently to contribute to the development and maintenance of effective services by the NDBF.
- To support the development of the Board in delivering good governance that complies with the requirements and expectations of key stakeholders including the Charity Commission, Companies House and Diocesan Synod, including financial planning and oversight, risk management, induction and compliance.
- Support the Chair, acting as key adviser, sounding board and intermediary as required.
- To deputise for the Chair in their absence and provide financial leadership at diocesan and board level, supported by the Director of Finance.

- To support effective oversight of the charity's safeguarding responsibilities to become a safer church for all who come into contact with the Diocese.
- Serve as an ambassador in building the reputation of NDBF and the Church of England with key internal and external stakeholders across Norfolk and Waveney.

Generally

- To be available for consultation with the Bishop of Norwich, Chair of NDBF, Diocesan Secretary and the Director of Finance as necessary during the year.
- To attend occasional additional meetings when necessary, e.g., with the Diocesan Registrar and Diocesan Auditor.
- To deputise for the Chair of NDBF when required for matters outside of meetings.

Appointment and Accountability

- The Deputy Chair of the Board is appointed by the Bishop's Council of Trustees, for a three-year term, on the recommendation of the Nominations Committee.
- The Deputy Chair of the Board is responsible to the Chair of the Board.

The Deputy Chair of the Diocesan Board of Finance will:

- Be a trustee of the Norwich Diocesan Board of Finance, which meets up to six times a year.
- Be a member of the Diocesan Synod, appointed by the Bishop of Norwich, which meets three times a year.
- Be a member of a minimum of one sub-committee of the Board, to be confirmed in discussion with the Chair and subject to agreement of the Board.

Please note that this role description provides a guide to the duties and responsibilities of the role and is not an exhaustive list.

The post holder may undertake other relevant duties appropriate to the role and this role description may be amended over time, in consultation with the Bishop and the Chair, to meet the needs of the Diocese.

Key Relationships

Chair of the NDBF and other members of
Bishop's Council of Trustees

Diocesan Bishop and suffragan bishops

The Archdeacons of Norfolk, Norwich and Lynn

NDBF staff including the Diocesan Secretary (CEO)
and Director of Finance

Chairs of the Houses of Clergy and Laity



Person Specification

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

Essential

- A committed church member, resident in the Diocese, with an understanding of parish life, concerns and issues.
- Experience in a senior professional capacity, preferably with full financial responsibility.
- The Deputy Chair does not need to be a qualified accountant but must be able to read and comprehend the implications of published accounts and have a good working understanding of the principles of corporate and charity finance, investment and law.
- Effective chairing skills which enable committees to reach positive decisions and do so well.
- A collaborative and collegial style of working.
- Effective presentation skills, including being IT literate, to communicate effectively with large bodies of people, with widely varying financial knowledge.
- The Chair must not be disqualified from serving as a director or charity trustee and must be a 'fit and proper person' with regard to HRMC's guidance.
- An understanding of, and interest in, the effective safeguarding of vulnerable people and children.

Desirable Attributes

- Understanding of the workings of the Church of England at diocesan and potentially national level.
- Charity governance experience.

Other Information

Terms of Post

This is a non-executive, voluntary and unpaid role. Expenses will be reimbursed in accordance with diocesan rates.

The appointment is for an initial three-year term, with the expectation that the post-holder will be prepared to transition to the role of Chair in 2027, subject to the approval of the Bishop's Council of Trustees and Diocesan Synod. There will be the option to extend this role for an additional two three-year terms.

It is estimated that the post holder would be able to give on average one day per month to this role, rising to three days per month if appointed as Chair.

A clean basic DBS will be required before taking up the role.

Other useful information

Bishops Council of Trustees Terms of Reference

www.DofN.org/Terms-of-Reference

Board of Finance - Diocese of Norwich

www.DofN.org/Board-of-Finance

Short Summary of the Diocesan Strategy Headlines 2026-31

www.DofN.org/Strategy-Summary



Appointment process

To apply, please send your CV to the Chair of NDBF, Mark Jeffries, via **governance@dioceseofnorwich.org** together with a covering letter detailing how your skills and experience to date will equip you to fulfil this role effectively.

Please also send the contact details for two people who are willing to write a reference.

Please also confirm in your covering letter that you are eligible to serve as a director and/or charity trustee and are a 'fit and proper person' with regard to HMRC's guidance (see guidance at **www.gov.uk/government/publications/charities-fit-and-proper-persons-test/guidance-on-the-fit-and-proper-persons-test**).

You must also state how you meet the Occupational Requirement element of the role.

The deadline for applications is 9am on Tuesday 24 February.

Applications will be acknowledged by email. An interview process for shortlisted candidates will be held on Tuesday 3rd March.

If you would like an informal conversation to explore the role, please do arrange this via the Governance Officer at **governance@dioceseofnorwich.org**

