



Chelmsford Diocesan Board of Finance

Information for Candidates

Thank you for taking the time to apply for employment with the Chelmsford Diocesan Board of Finance (CDBF). Before completing your application, please take the time to read the following information.

- 1) The Diocese of Chelmsford is the Church of England in East London and Essex. The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.

You may find it helpful to learn more about [the Diocese](#) and [Church of England](#) by conducting your own research or visiting the relevant websites.

- 2) All our vacancies are advertised with a job description, person specification and terms and conditions document. Please read this information carefully.
- 3) You can find information about our employee benefits with each of our job adverts. Our benefits cover flexible and hybrid working, a generous annual leave allowance and pension provision and an employee assistance programme.
- 4) The Chelmsford Diocesan Board of Finance (CDBF) will process your data in accordance with the principles set out in our [Privacy Notice](#).
- 5) If you have a disability which is covered by the Equality Act 2010, please provide this information on your application form (under section one). Please do let us know if you require any adjustments and what these might be.
- 6) If you need the application form in a different format, please contact the HR Team via email at HR@chelmsford.anglican.org or on 01245 294428 to discuss your requirements.
- 7) The essential criteria are key to the role and are listed in the person specification. Section five of the application form asks you to provide a supporting statement. The purpose of the statement is for you to evidence how you meet the criteria for the role. You may wish to write about relevant examples from either your current or previous job, community or voluntary work that you undertake.



- 8) When completing your application, please don't assume we have knowledge of the situation/context you are writing about. Please try to avoid using acronyms as we may not know what they mean.
- 9) Please complete this application form electronically and return as a Word document to jobs@chelmsford.anglican.org.
- 10) If you would like an informal chat about the vacancy, the relevant contact details will be included with the advert.

We wish you every success with your application and thank you for your interest in our Diocese.