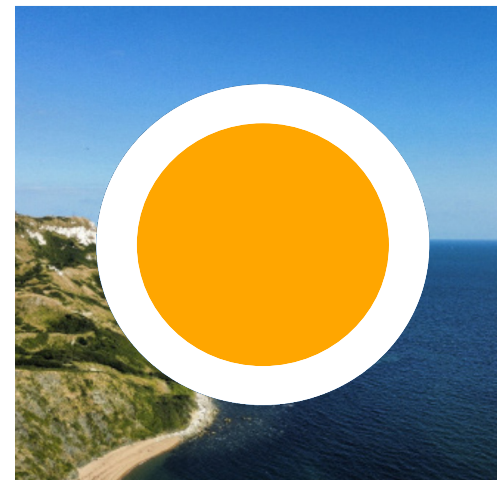


JOB APPLICATION PACK

Head of Governance and Legal

DEADLINE: BY 9AM MONDAY 26 OCTOBER 2026



About our role

We are looking for an experienced governance leader to help shape how our organisation works, makes decisions and manages risk.

You will lead governance, legal coordination and risk management, advising our trustees and senior leaders while helping local churches meet their responsibilities. You will also work with external lawyers, regulators and national Church of England bodies, translating complex requirements into practical, proportionate action.

This is a rare opportunity to influence good governance at every level—from parish and community life across the region to national institutions. You will build trusted relationships with a wide range of people, strengthen decision-making and create systems that support confident, accountable leadership.

Thank you for your interest in our role here at the Diocesan Board of Finance, based in Wilton near Salisbury.

You will be someone who:

- brings substantial senior-level experience in governance, company secretarial work, risk or a related field
- has experience of building effective governance frameworks and supporting boards, trustees or senior leaders
- combines strategic thinking with accuracy, sound judgement and discretion
- communicates clearly and builds confidence across varied stakeholder groups
- can lead a team, manage competing priorities and improve how things are done

You do not need previous Church of England experience. If you want to use your expertise in a purpose-led organisation with wide reach and real community impact, we would love to hear from you.

For the full job description, [please download it here](#).

About the DBF, our vision and priorities

The Diocese of Salisbury is a Christian community of churches, schools and chaplaincies serving one million people, stretching over 2000 square miles, from North Wiltshire to the Jurassic Coast and Channel Islands of Jersey and Guernsey.

We are one of the most geographically diverse Anglican dioceses, covering a wide range of landscapes, from the rural villages to the diversity of Poole and North Bournemouth. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities.

In joining our diocese, you can be part of a dynamic, charitable organisation, working to be a bold and purposeful church that serves everyone.

We have flexible working options available, and staff are supported with their wellbeing and work/life balance. While some DBF roles carry a genuine occupational requirement for Christian faith, many do not. You will be working with a welcoming group of colleagues from diverse faith and non-faith backgrounds and experiences.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result, we aim to be more relevant, valued and successful, working hard to meet real needs with compassion and simplicity.



Working with us

What we offer

This role is offered on a permanent, full-time basis on Frequent Homeworker contract. We provide a supportive workplace culture, are committed to a sustainable work/life balance, and offer opportunities for flexible and remote working. As a Frequent Homeworker there is a requirement to work part of every working week from the main offices at Emmaus House – final arrangements and work pattern would be discussed and agreed with the successful candidate.

Pension

We offer a competitive and attractive compensation and benefits package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover), which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

Annual leave

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas plus bank holidays. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role: Head of Governance and Legal

Hours: Full Time – 35 hours per week

Duration: Permanent

Contract: Frequent Homeworker

Salary: Up to £59,389 (Grade 2C)
depending on experience

Aligning with our Ethos and Culture:

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

How to apply

To help us with the selection process and ensure fairness, shortlisting will be based on the information you provide in your application. No assumptions will be made about your background, experience or skills unless you give us the information. Please explain how you meet the criteria in the job description and person specification. Even if you do not fit all the requirements, but you're still interested in the role and joining us, we would encourage you to submit your application.

To apply for the role please submit the following:

Part 1 – Complete a [DBF Application Form](#)

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

Part 3 – Your current CV

Please send your application form, CV and covering letter by email to: hadmin@salisbury.anglican.org

If you would like any more information or additional support in order to apply for this role, please do get in touch, we're happy to help: contact the HR team on 01722 438650 or hadmin@salisbury.anglican.org

Closing Date:	Monday 26 October 2026 at 9am
Shortlisting:	W/C 26 October 2026
Interview*:	Friday 13 November 2026 in person at Emmaus House, Wilton, SP2 OFG

The interview process will be in three parts:

- Stakeholder Panel
- A case study
- A formal interview

*Please be aware that the interview date is fixed and we do really value meeting people in person at Emmaus House. It may be possible to invite you to join us online, but this would only be in specific circumstances we do ask that you keep the date free to join us if you are invited to attend interview.

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on **01722 438650** or hadmin@salisbury.anglican.org.

We are committed to the safeguarding and protection of everyone within our community. This role requires the successful candidate to undertake a Basic DBS check prior to employment.

Privacy and your Data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Officer. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

You can read our full [Privacy Notice here](#)

"The Spirit of the Lord is on me, because he
has anointed me to proclaim good news to
the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed
free, to proclaim the year of the Lord's
favour."

LUKE 4: 18 — 19

