



Recruitment pack

Data & Systems Analyst

The Kingdom of God - Good News for All
Transforming Lives through Growing Church and Building Community



Welcome

Dear potential applicant,

Thank you for taking the time to consider whether the role of **Data & Systems Analyst** might be the right next step for you.

This is a role we've never had before in our diocese and which is uncommon across the wider Church of England. I'm convinced it will transform the way we operate as an organisation, and it will hugely strengthen the level of support we can provide to the 318 Anglican churches across our region.

We have access to a vast amount of information about our churches and their local contexts. But that information is spread across lots of different tools and processes, and we currently have no way of bringing it together so we can make the best use of it.

In this role, you will work across teams and with senior leaders, shaping how we make decisions and designing the systems and processes that support our work. By connecting data, improving workflows, and strengthening how we handle insight, you will help us use what we know more effectively and to respond more consistently to what we are hearing from churches.

Your influence and the innovations you bring will make a practical and visible difference to the everyday working lives of our staff and the church leaders and volunteers we support, for the good of the 1.1 million people who live in our diocese.

If reading this raises questions or a sense that this could be a good fit, I would be very happy to have an informal conversation with you about the role.

Sam Frith

Director of Strategy and Engagement



Contents

Who are we?	3
About our diocese	4
Our strategic framework	5
Job Description	7
Who you are	8
Offer and Benefits	9
How to apply	10

Key details

- 28 to 35 hours per week*
- Fixed term contract (between 2 years and 5 months to 3 years)*
- A full time salary of £45,500, pro rata if part time*

*We are open to discussing different arrangements for how this role could be carried out. Please see page 9

Who are we?

We are the Parish Support Team for the Diocese of Derby, one of 42 dioceses that make up the Church of England. Our purpose is to provide support services to the Anglican churches in our region across all aspects of church life (growth, funding, safeguarding, training and development, buildings management, housing, and more). We look after the financial and property assets of the Church in this region, and we equip and support our bishop and other senior clergy as they carry out their leadership and pastoral roles.

Our diocese is the most northerly diocese in the Province of Canterbury. Geographically, our diocese takes in all of Derbyshire and small parts of Staffordshire and South Yorkshire. We sit between Sheffield and Nottingham, Stoke-on-Trent and Manchester, perfectly placed in the centre of the country, with the M1 motorway running the length of the diocese.

Think of Derbyshire and you're probably picturing idyllic, quintessentially English villages, local pubs serving local drinks to refresh the weary hiker (canoeist, rock climber, potholer, etc) after they've had a day in the beautiful Peak District National Park. That's true, we have all that, but we have far more as well!

Busy urban centres, bustling market towns, agricultural communities, fields and farms and factories. We're not just a tourist destination (although we are known as the playground of England!), we're an incredibly diverse diocese of 1.1 million people with all the joys, opportunities and challenges that come from such a rich community of people.

The diocese is further divided into three archdeaconries, each of which included contexts that would be considered mainly 'urban', 'rural' or 'emerging industrial'.

The Parish Support Team is based in our Derby Church House office, a short walk from Derby Cathedral and the centre of the city.



About our diocese

In numbers

- 257 parishes, each with its own unique character and mission
- 318 church buildings serving local villages, towns and cities
- 90+ vicars offering dedicated and faithful ministry in parishes
- 150+ Licenced and authorised volunteer church leaders serving across the diocese
- 10,000+ members of our worshipping communities.
- 111 church schools spread throughout the diocese
- 15,000+ young people being educated in church schools



Our strategic framework

Part A – What we do

Everything we do as a Parish Support Team connects to our strategic framework, which guides our activities and helps to keep us focused on why we're here.

What we do ourselves and enable others to do

The first part of our framework describes **what we're here to do ourselves**, and to enable those in our parishes to do. There are three levels to how we think about this.

1	We pursue the Diocesan Vision: The Kingdom of God, good news for all – transformed lives through growing church and building community			
2	We work towards the Outcomes , which are the fruit of pursuing the Kingdom of God that will be seen mainly in local congregations and communities:			
	Deepening our relationships with God – Growing our faith so that we are freed by God's love to live out our calling every day of the week.	Challenging injustice – God's Kingdom is about justice and joy, and we are called to speak out and act when people are harmed by injustice.	Serving our local contexts – Serving our communities practically, so they can see and experience the good news of God's Kingdom.	Making new disciples – We are called to share the hope and love of Jesus, inviting others to grow in faith and follow him in their own lives.
3	We take care of the Pillars , which are the key responsibilities of the Parish Support Team and Diocesan Leadership, and which make all the Outcomes possible:			
	Equipping our people – Giving trustees, staff, clergy, licenced lay ministers, and volunteers the tools and support to thrive in their roles.	Sustaining our resources – Working diligently towards the long-term financial sustainability of the Church of England's ministry in our region.	Shaping our structures and culture – Encouraging good governance at all levels and building a healthy, Kingdom-focused and values-driven culture.	

The Pillars make the Outcomes possible, and the Outcomes point us towards the Diocesan Vision. Every department creates plans for their workstreams that each link clearly to at least one Pillar or Outcome. This helps each role and each team see how their work connects to the bigger vision we share – the growth of God's Kingdom on earth.

Part B – How we do it

How we go about doing the things that we do

We believe we have a responsibility to plan well and be good stewards of all that has been entrusted to us. How we do things is even more important than what we do. This is reflected in the second part of our framework.

4	We act according to the Values and Behaviours , which are some of the hallmarks that should characterise the way we work and set us apart as the Church:			
	<i>Generous faith</i> • We act with integrity • We collaborate often and well • We hold ourselves and each other accountable	<i>Courageous hope</i> • We are bold and ambitious • We embrace change • We challenge respectfully	<i>Life-giving love</i> • We are appreciative • We work to make people feel included • We embrace difference	
5	We pay attention to the Priorities , thoughtfully and deliberately considering the implications for our named priority areas in every plan we put together:			
	<i>Growing younger</i> For example, how have we invited the voices of children and young people into this plan?	<i>Growing more diverse</i> For example, what aspects of diversity could this plan help us to grow in?	<i>Being greener</i> For example, what parts of this plan might have an environmental impact?	<i>Social and economic deprivation</i> For example, how might the dynamics of economic inequality and different social classes impact this plan?

So, whatever we're working on – whether we are innovating the way we manage our data, creating a plan to manage our finances well, offering a new training opportunity to volunteers, or something else – we want to act according to the Values and Behaviours and ask ourselves honest questions about the Priorities as we do it.

This means slowing down sometimes to do things deliberately. It means working together with others who hold expertise in different Priorities, be they colleagues in the Parish Support Team, clergy or volunteer leaders in parishes, or National Church team members.

All of it is with the aim of strengthening churches, helping them to communicate God's love, and enabling them to participate more fully in God's work in their communities.

The work you'll be doing

This role will shape how we work across the whole diocese, making information easier to find, use, and trust.

A clearer, shared picture

- Bring together data from different systems so it is consistent, accessible, and up to date
- Help establish a clear “single source of truth” for key information
- Make it easier for teams to see the same picture and work in a more aligned way

Better decisions and stronger insight

- Develop dashboards and reports that give leaders clear, usable insight
- Strengthen how we learn from what is happening across the diocese
- Support more informed, confident decisions, including where these are complex or require careful judgement

Simpler, more effective ways of working

- Improve processes across teams so work flows more smoothly
- Reduce duplication, including repeated information requests to parishes
- Free up staff time by removing unnecessary manual effort

Stronger support for churches

- Improve how information about local context is gathered and used
- Enable clergy and lay leaders to see opportunities more clearly
- Share insight from similar contexts where things have worked well

Building capability for the future

- Develop a connected approach to data using relational systems
- Build internal capability to create applications and automations using Microsoft Power Platform
- Use tools like Microsoft 365 Copilot to reduce repetitive tasks and work more efficiently

Done well, this work changes the everyday experience of being part of the organisation, at every level. It creates a clearer, more joined-up way of working and opens up the potential for a more informed and responsive approach to supporting churches across the diocese.

Who you are

You will bring a mix of analytical thinking, practical problem-solving, and a collaborative approach to your work. You won't be afraid of learning new tools.

You will have strong Excel skills already, and you won't be afraid of learning new tools. You will be comfortable working across teams, building relationships, and understanding how work happens in practice, not just how it is designed on paper.

You will be able to take complex or messy information and turn it into something that supports good decisions. You will be organised and thoughtful, able to manage your own work and contribute to shared priorities.

You may come from a background in business analysis, service design, data analysis, or a related field. You do not need to have worked in a church setting before, but you will be open to learning and engaging with the context we work in.

Above all, you will be someone who wants to make systems and processes better for the people using them, for the good of society as a whole.

You'll either be a Christian, or have an appreciation for the Church of England and be able to work in sympathy with Christian values and principles.



Our offer and benefits

We want you to flourish and feel valued and appreciated for the contribution you make. This is why we offer the following terms and benefits of employment:

- A three year fixed term contract, 28 hours per week (0.8 full time equivalent) at £36,400 per annum (a full time equivalent salary of £45,500)

We are open to discussing different arrangements for how this role could be carried out. For example:

- 0.8FTE x 3 years
- 0.9FTE x 2 years and 8 months
- 1.0FTE x 2 years and 5 months

We will happy to discuss these options with you at interview.

- 30 days annual leave (including 5 set discretionary days) for full-time employees plus bank holidays, plus the option to buy up to 5 more days
- Flexible working with core hours from 10am-4pm, and hybrid working options
- Non-contributory pension scheme, worth up to 10% of salary
- Life assurance 2x annual salary life assurance (subject to pension enrolment)
- Simply Health Cash Plan, offering 24/7 GP access, reimbursement for health treatment (subject to terms of the scheme), as well as Specsavers eye test vouchers and glasses discounts
- An Employee Assistance Programme, providing immediate mental health support and counselling for you and your dependents aged 16-24
- Additional leave options including spiritual retreat days, a volunteer day, carers' leave, parental leave, bereavement, and more. Plus supportive sick pay
- Reimbursement of reasonable travel and subsistence expenses, support with professional membership fees required for roles, and budget allocated toward personal development and training needs
- Free city centre parking (non-contractual), and tea and coffee in Derby Church House
- One fully funded module per year through our Deepening Discipleship Training (CTMM), helping you grow in your Christian formation and leadership
- Staff can borrow a free corporate pass to Chatsworth House, courtesy of the Bishop of Derby, to enjoy one of the region's most beautiful heritage sites

How to apply



Read through the helpful information on our website regarding the position and follow this link to proceed with your application



For further support and/or questions, email mandy.francis@derby.anglican.org



Applications are assessed based on the Person Specification – use concrete examples to help give yourself the best possible chance.

Recruitment Timeline



Applications open: Thursday 1 October 2026



Applications close: Sunday 1 November 2026 at 11.59pm



Shortlisting date: Monday 2 November 2026



Interview date: Thursday 12 November 2026

We're committed to an inclusive recruitment process and working environment. As a Disability Confident Employer, if you have a disability or neurodivergent condition that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made. We are also able to provide support for your application process.



The Diocese of Derby is committed to safeguarding and promoting equality. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on the basis of skill and experience relative to the role.



We want to talk to you!

We're here to help you explore the next exciting step in your career.
If you have any questions or enquiries about this role:

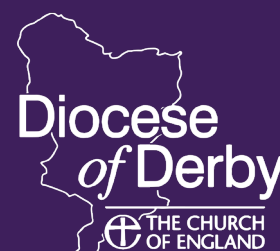
Contact: mandy.francis@derby.anglican.org

Website: derby.anglican.org

Address: Derby Church House, Full Street, Derby, DE1 3DR

The Kingdom of God - Good News for All

Transforming lives through Growing Church and Building Community



Derby Diocesan Board of Finance
Derby Church House
Full Street,
Derby DE1 3DR

01332 388650
Website: derby.anglican.org
Email: enquiries@derby.anglican.org