

Religious Education Adviser

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	Diocesan pay scale – Band 4.3 - £40,566 FTE per annum (pro rata for part-time) – spot grade
Hours of work:	The role is full-time (35 hours per week) or part-time (17.5 hours per week) available
Contract:	Permanent
Normal place of work:	St John’s House, 155-163 The Rock, Bury, BL9 0ND

Role Description

Purpose

The post holder contributes to the achievement of the Church’s mission and ministry in education by sharing responsibility with the Director of Education for the preservation and development of Church of England Education in Manchester Diocese and working to support the highest standards of education in diocesan schools and academies.

The post holder is committed to the guiding principles that underpin the approach taken by the Manchester Diocesan Education Department.

The post holder works directly with schools and teachers across the diocese. They ensure Religious Education (RE) is resourced and meets national expectations for RE in Church of England schools.

Accountability and Key Relationships

The RE Adviser is a key member of the Diocesan Education Department.

The post is line managed by the Deputy Director of Education.

The post holder will work closely with the Diocesan Director of Education, Board of Education staff and members, Diocesan Board of Finance, Diocesan School Advisers, as well as wider Diocesan staff as appropriate.

The post-holder will be a member of the DBE team, and the wider diocesan team.

Key Responsibilities

- Understand the statutory requirements for Religious Education for Church of England (CE) schools and be able to advise schools accordingly
- Provide professional leadership, support and advice to the head teachers, senior school leaders and governors, including coordinating the programme and development of Religious Education training and resources
- Attend, as appropriate, regional and national diocesan networks, in particular Religious Education networks
- Support the training programme in line with diocesan and education strategy and partake in its delivery, where appropriate
- Ensure that advice is provided to Governing Bodies regarding Religious Education.
- Support schools in the preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS), in meeting the requirements of the RE Statement of Entitlement and their self-evaluation and action plans
- Use outcomes of SIAMS inspections regarding RE and monitoring reviews, data and findings to report to the DBE, support school leaders in addressing recommendations, planning for improvement and identifying potential training needs
- Oversee the RE hub networks across Manchester diocese
- Provide support, advice and training for head teachers, staff, governors and MAT Directors in delivering and maintaining the Church of England's Vision for Education to our schools and academies
- Liaise with the Church of England Education Office, local authorities, MATS and colleagues from other dioceses and educational organisations to support and develop the work of the DBE
- Be an active member of Local Authority SACRE/s as appropriate. Attend relevant meetings and participate in other projects and diocesan initiatives, in accordance with the skills and gifts of the post-holder
- Undertake such other duties as reasonably requested by the Director of Education. Education and related policies are drawn up according to latest legislation promoting the vision that each school 'is hospitable to diversity, respects freedom of religion and belief'
- Contribute to reports for Diocesan synod regarding standards, policy and practice of Religious Education in CE schools
- Promote the value of Religious Education in Church of England schools through supporting in the planning and coordination of the annual RE conference.
- Perform general administrative duties to meet the service needs as appropriate.

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none"> • Degree level • Qualified teacher status
Experience and Understanding	<ul style="list-style-type: none"> • Understanding of the requirements for RE education in church and community schools • Experience of teaching across EYS/primary/secondary phases • Experience of training and advising others demonstrating judgement and discretion • Writing curriculum documents and training resources • Understanding of up-to-date educational policy and practice • Experience of SIAMS inspections and requirements for RE within it • Understand the role of the Board of Education in supporting Church schools • Experience of producing and presenting reports to governance bodies
Knowledge	<ul style="list-style-type: none"> • Knowledge of Church of England structures • Know and sympathise with the nature and distinctiveness of church schools, including CE Vision for Education • Knowledge of safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding
Skills and Competencies	<ul style="list-style-type: none"> • An excellent Religious Education practitioner - demonstrate excellent subject knowledge as well as practical application across key stages • Ability to inspire, encourage and challenge colleagues • Confident public engagement and presentation skills, • Appreciate the diverse communities in the Diocese, able to work collaboratively with partners • Able to analyse SIAMS reports • Good organisational skills - work efficiently and effectively to prescribed deadlines • Highly versatile in literacy and numeracy, able to write Board reports, minute meetings and analyse complex data • Confident communication skills, able to exercise tact and discretion

	<ul style="list-style-type: none"> • Good interpersonal skills - Able to maintain confidential information and convey difficult messages • Ability to work on own initiative as well as part of a team; able to motivate and manage others • Sound IT skills: spread sheets, word processing, data bases, email, and Publisher • Self-motivated with a commitment to continuous professional development
Personal Attributes	<ul style="list-style-type: none"> • A practising Christian • Commitment to the diocese's vision and strategy • An appreciation of the diverse communities in Manchester Diocese • Able to engage positively with the breadth of traditions in the Church of England • Committed to diversity, inclusion and racial justice • Fully committed to the development and training of self and others
Work-related circumstances	<ul style="list-style-type: none"> • Flexibility to attend evening and weekend meetings. • Willing to travel across the diocese and beyond with access to own vehicle • Holds a full UK driving license

There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010

Additional Information

Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Deputy Director of Education
Probation	Appointments subject to a 6-month probationary period
Normal place of work	St John's House, 155 – 163 The Rock, Bury BL9 0ND
Hours	The role is full-time (35 hours per week) or part-time (17.5 hours per week) available
Salary	Diocesan pay scale – Band 4.3 - £40,566 FTE per annum (pro rata for part-time) – spot grade
Contract	Permanent
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

Application timetable

The closing date for applications is **Wednesday, 15 April 2026 at 5:00pm.**

Shortlisted candidates will be informed by **Thursday, 16 April 2026.**

The interviews are scheduled for **Monday, 20 April 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Queries can be directed to jobs@manchester.anglican.org

Eligibility and pre-employment enquiries

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 to the Equality Act 2010

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.

The post is subject to an enhanced Disclosure and Barring Service check.