


VACANT POST - REQUEST TO ADVERTISE (part 2)

Please return completed forms (parts 1 & 2) to the HR & OD Department. You should also include a current Job Description and Person Specification as well as any other relevant information.

Requests must be approved by the Diocesan Secretary before they will be advertised.

SECTION 1: POST DETAILS		To be completed by the Recruiting Manager (responsible for managing the vacancy within the Department.)	
JOB TITLE AND JOB No. OF VACANT POST: As Above		DEPARTMENT: As Above	
JOB DESCRIPTION & PERSON SPECIFICATION ATTACHED:		DRAFT ADVERT ATTACHED: Yes	SUPPLEMENTARY INFORMATION: Yes
DOES THE POST REQUIRE A DBS DISCLOSURE?		YES <input type="checkbox"/> NO <input type="checkbox"/>	TBC
IS THIS POST SUITABLE FOR JOB SHARE? (If no, please state why)?		YES <input type="checkbox"/>	NO X
VACANCY TO BE ADVERTISED:		EXTERNALLY	
EXTERNAL VACANCY TO BE ADVERTISED:			
Cathedral Website Diocese Website <input checked="" type="checkbox"/> AEC <input type="checkbox"/> UJM/Job Centre <input type="checkbox"/>			
Durham University <input type="checkbox"/> Other local Uni's <input type="checkbox"/> Art Jobs <input type="checkbox"/> TW Museums <input type="checkbox"/>			
North East Jobs <input type="checkbox"/> Charity Job <input type="checkbox"/>			
Plus			
DATE TO BE ADVERTISED: 30 th June 2023		CLOSING DATE AND TIME:	
SHORTLISTING DATE, TIME AND VENUE: W/C – 17 th July 2023		INTERVIEW TIME AND VENUE: W/C – 24 th July LW availability - 24 th July – all day 26 th July – AM / 25 th July – PM / 24 th July – all day	
SHORTLISTING PANEL: James Morgan Libby Wilkinson Dave Tolhurst Susan Price		INTERVIEW PANEL: James Morgan Libby Wilkinson Dave Tolhurst Susan Price	
INTERVIEW ROOM BOOKED: <input type="checkbox"/>			
ROOM DETAILS: TBC			
SUPPLEMENTARY INFORMATION: Interview to include a Presentation (SP working on this) Application pack to include:			
PREFERRED START DATE: September 2023	ANNUAL LEAVE ENTITLEMENT: 25 days DDBF benefits	PROBATIONARY PERIOD: Yes – 6 Months	

RECRUITING MANAGER'S NAME: Libby Wilkinson Archdeacon of Durham	SIGNATURE: 	DATE:
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VACANT POST - REQUEST TO FILL APPROVAL FORM (part 1)

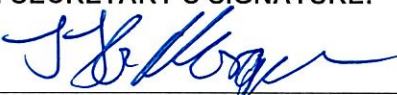
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SECTION 1: POST DETAILS	To be completed by the Recruiting Manager (responsible for managing the vacancy within the Department.)
JOB TITLE AND JOB No. OF VACANT POST: Vacancy Audit Process (VAP) and Interim Change Ministry (ICM) Coordinator 1 Post	DEPARTMENT: Mission, Discipleship and Ministry
REASON FOR POST BECOMING VACANT (include name of person leaving if appropriate): Role identified to support the Diocese four missional priorities for the five years commencing 2021- previously tried to recruit the role	
WEEKLY HOURS: 35 hour week (If appropriate specify working days)	RATE OF PAY/SALARY: Currently: Grade 5 - £31,680
CONTRACT: PERM: TEMP	DURATION OF CONTRACT 5 Year FTC (Under employment law will be considered Permanent as over 4 years employment)
JOB DESCRIPTION & PERSON SPECIFICATION ATTACHED: Yes	DRAFT ADVERT ATTACHED: Yes

RECRUITING MANAGER'S NAME: Libby Wilkinson Archdeacon of Durham	SIGNATURE:	DATE: 30/6/2023
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SECTION 2: FINANCIAL APPROVAL	To be completed and signed off by the Diocesan Secretary
RECRUITMENT APPROVED: <input checked="" type="checkbox"/> YES	NOT APPROVED: <input type="checkbox"/>
RECRUITMENT APPROVED WITH RESTRICTIONS: <input type="checkbox"/> N/A	RESTRICTION DETAILS: N/A
REFER TO FINANCE GROUP: <input type="checkbox"/> Approved at DDBFFG – 27th June 2023	REFERRAL DETAILS:

DIOCESAN SECRETARY'S SIGNATURE: 	DATE:
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