

# **Giving and Income Generation Officer for the Diocese of Sodor and Man**

## **Overall Purpose of the Role :**

The Diocese of Sodor and Man needs to ensure the financial resilience and sustainability necessary to deliver our strategic goals for growth in ministry and mission.

**The overall purpose of the role is to enable the Diocese and its parishes and mission partnerships to maximise income and to ensure the cost-effective use of resources by :**

**A) increasing the quantity and quality of giving from congregations and local communities**

**B) generating income from internal assets and securing funding from external sources,**

The role is very broad and we recognise that one individual may not have the full range of experience in all aspects. Therefore :

- 1) we welcome applicants seeking the role in a part-time capacity as we may be able to match two officers with complementary knowledge and skills
- 2) the successful applicant(s) will be able to shape this new role, focusing on those aspects of the job description which make best use of their particular areas of experience and expertise
- 3) the successful applicant(s) will need to be eager to learn and open to training and continuous professional development offered through the National Giving & Income Generation Team
- 4) applicant(s) will need to evidence their ability to:
  - identify colleagues and potential volunteers with experience, knowledge and skills in the areas where the applicant is less qualified
  - encourage these individuals to offer their time and effort to this mission
  - form, support and co-ordinate a collaborative group which can collectively deliver all the tasks

## **Key areas of responsibility and activity**

### **A) Supporting parishes and clergy to encourage local Generous Giving**

**The post holder(s) will have responsibility for ensuring that through collaborative effort the following areas are covered :**

- **Strategic Planning & Communication**
- Develop a diocesan plan for generous giving aligned to the C of E national Giving Strategy and designed to help implement the strategic priorities and principles of the Diocese of Sodor & Man: Partnership in Mission; Learning and inhabiting the Faith; Sustaining Ourselves
- Communicate the importance of generous giving through e.g. Synod, Diocesan Board of Finance, clergy and lay training and encourage giving to be integrated into plans for new initiatives.

- Communicate the use and outcomes of the money raised by giving and other contributions in kind and ensure that parishes and individual givers are informed and personally thanked

### **Culture**

- Work with parishes to advance a culture of generous giving based upon theological foundations.
- Support church leaders (clergy and lay) to confidently communicate a scriptural basis for generous giving in preaching, lent courses, bible study, house groups etc.
- Promote generous giving as an integral aspect of personal discipleship and living the faith

### **Mechanisms & Materials**

- Advise parishes on different forms of planned regular, spontaneous and visitor giving and ensure provision of the technical infrastructure to facilitate – contactless, on-line etc.
- Liaise with the C of E national giving team to ensure we have access to and benefit from the local use of national resources - latest technology, materials, courses, methods, good practice examples
- Use national resources to develop approaches and procedures to encourage and secure legacies

### **Advice & Support**

- Establish a network of volunteers from each parish who will collectively advance all forms of giving
- Provide advice, training, support and resources to this network
- Recruit individuals willing to contribute to aspects the above responsibilities and to take on tasks
- Encourage, support and co-ordinate their inputs

## **B) Income Generation**

**The post holder(s) will combine their own particular areas of knowledge with the varied experience and gifts of the church community, both clergy and lay, to collectively advance some of the following areas :**

### **Business Development**

- Advise and support parishes in capitalising on their material assets – churches and church halls – to maximise income from facility provision and rentals.
- Help with developing and marketing these resources commercially
- Explore opportunities to develop entrepreneurial ventures and social enterprises which serve local needs.
- Ensure compatibility with our principles of being a ‘servant church’ delivering ‘social liturgy’ to address the needs of the community and engage in broader island life.

### **Community partnerships**

- Build relationships with IoM based businesses and seek sponsorship from their corporate social responsibility budgets.
- Identify and nurture ‘high net worth’ individuals as potential large-scale benefactors and match them with specific projects.
- Develop productive partnerships with public sector agencies and voluntary, community and faith organisations to generate income for issues of mutual concern e.g. homelessness, food poverty
- Advise on, initiate or co-ordinate fundraising appeals and campaigns for specific developments.

## **Grant applications**

- Identify opportunities and co-ordinate and formulate applications to Church of England funding programmes e.g. Strategic Capacity Funding, Strategic Ministry Fund, Strategic Development Fund, to advance the diocese's priorities.
- Identify local and UK based charitable trusts from which we could seek resources and co-ordinate and formulate applications to them e.g. Allchurches Trust

## **In both A) and B):**

The post holder will need to:

- recruit and support individuals willing to take on aspects of the above and co-ordinate their inputs.
- gather quantitative and qualitative information and evidence from around the diocese to investigate our current position and to :
  - ascertain why it has been challenging to maintain or grow the amount of income to the church
  - identify where giving has been more generous and income generation successful
  - determine the good practice factors
  - find ways to share and replicate.

## **Accountabilities and connections**

Management and support will be provided by a member of the Diocesan Executive which currently consists of the Bishop, Archdeacon, Dean, Diocesan Secretary and Bishop's Chaplain.

Annual targets for giving and income generation and bid submission will be agreed and monitored.

The officer will:

- be a member of the Bishop's Leadership Team.
- report as required to the Diocesan Board of Finance and Diocesan Synod.
- participate occasionally in each of the four Mission Partnership team business meetings.
- create, convene and chair a network of parish volunteers encouraging giving.
- develop close working relations with the Diocesan Treasurer and PCC Treasurers
- actively seek opportunities to present to congregations and engage directly with parishioners.
- identify and nurture key allies in the public, private and third sector of voluntary, community and faith organisations with whom to form productive partnerships of mutual benefit.
- liaise with the advisors from the Church of England's National Giving & Income Generation Team

## **Person Specification for the role**

### **Essential Experience**

- A successful track record of two or more of :
  - fundraising
  - encouragement of charitable giving and/or stewardship
  - applications to grant giving trusts
  - corporate sponsorship
  - entrepreneurial development of an organisation's assets to generate income
  - creation of social enterprises

**Desirable Experience**

- Working collaboratively within a church environment with clergy and church officers
- Evidence of working collaboratively with and building partnerships between different sectors – public, private and the ‘third sector’ of voluntary, community and faith organisations

**Essential Knowledge**

- Understanding of/ empathy with the mission and ministry of the Anglican Church
- Knowledge of methods and techniques in maximising fundraising and/or income generation.
- Awareness of a range of opportunities for external grants or sponsorship

**Desirable Knowledge**

- Understanding of specific giving principles and factors relating to church environments e.g. tithes, Christian stewardship, discipleship.
- Knowledge of the structures and governance of a diocese and parishes
- A degree or equivalent post-school qualification in a subject in which the applicant can show the relevance or transferability e.g. business, marketing, theology, psychology.

**Essential Skills and Attributes**

- Confident and effective communicator in writing and verbally
- Able to establish credibility, and build positive working relationships
- Empathy with others’ situations and constraints and ability to jointly address challenges.
- Able to inspire, motivate, guide, and coach others, including volunteers
- Business minded, enterprising and entrepreneurial
- Comfortable talking about Christian faith and money
- Flexible approach to work patterns including evenings and Sundays

**Desirable Skills and Attributes**

- Ability to use theology to underpin presentations on giving
- Affinity with, or interest in, the political, social, economic, and cultural context of the Isle of Man

**Salary**

£32,000 to £35,000 p.a. F.T.E.

A summary of general employment terms and conditions for Sodor and Man Diocesan officers are attached

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