



The Diocese of Southwark

Generous Giving Adviser (Secretariat Department)

Job Information Pack

Closing date: 11th October 2021

Interviews: 22nd October 2021





The Diocese of Southwark

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Dear Applicant,

I am delighted that you have expressed interest in the role of Generous Giving Advisor, and I hope that you will find the information provided in the pack helpful.

The Diocese of Southwark is at an exciting point in its journey as it implements its Vision for Growth 2017-2025. We seek to be a Diocese that is

- **Walking** with Jesus and getting to know Jesus better as we journey on
- **Welcoming** all, embracing our diversity and seeking new ways of being church
- **Growing** in numbers, generosity, faith and discipleship as we grow God's Kingdom

One of the principles at the heart of the vision is that of "generous giving and prayer supporting all we do." In order to achieve these objectives, we encourage our church congregations to give generously in its widest meaning, that of time, talents and treasure.

We are delighted to have received funding from the Church Commissioners to part-fund this new post for a further three and a half years which will help implement our giving strategy and resource our vision and goals for the future. With over 50 parishes signed up to the Parish Giving scheme in its first year and digital giving expanding in our parishes, we are looking for someone who has a passion for resourcing mission and ministry to help us take forward the successful progress we have made.

As a Diocese, we celebrate churches, worshipping communities, and fresh expressions of Church, across the full spectrum of traditions, that speak well of each other and support each other as together we seek to deliver our key objectives. This diversity and range of contexts within our Diocese means there needs to be more than one approach to encouraging generous giving - and this role will be a key feature of our journey towards meeting the challenges of resourcing our church as we recover and rebuild after the pandemic and deliver growth.

This is an excellent opportunity for someone to make a real difference to the work of the Diocese by encouraging individuals and parishes to respond generously to all that God has given us. If you feel called to be part of our journey have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

With best wishes

Gabby Parikh
Director of Giving and Parish Funding



Loving God
Walking with Jesus
Led by the Spirit
Luke 24:13-35

The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)
Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678
Company Secretary: Ruth Martin





The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

Job Description

Job Title: **Generous Giving Advisor**

Full-time, circa 3.5 years

Reporting To: Director of Giving and Parish Funding

Key Relationships: Incumbents, Churchwardens, Treasurers, Parish Gift Aid and Stewardship officers
Archdeacons
Diocesan Secretary
Other Diocesan departments including Financial Services, Press and Communications
Pastoral department (regarding grants and funding)
Mission and Evangelism
Regional and National colleagues

Background

The Diocese of Southwark is at an exciting point in its journey as it implements its Vision for Growth 2017-2025. We seek to be a Diocese that is Christ-centred and outward focused:

- **Walking** with Jesus and getting to know Jesus better as we journey on
- **Welcoming** all, embracing our diversity and seeking new ways of being church
- **Growing** in numbers, generosity, faith and discipleship as we grow God's Kingdom

As a Diocese, we encourage a culture of generosity as we celebrate churches, worshipping communities and fresh expressions of Church (across the full spectrum of traditions) that speak well of each other, support each other as together we seek to resource and deliver a programme of missional growth.

One of the principles at the heart of the Bishop of Southwark's Vision for Growth is that of "generous giving and prayer supporting all we do". Since 2015 the Diocese has successfully changed its parish share system to a generosity-based offerings system, the Parish Support Fund; in 2020 we have launched a new giving strategy to encourage and enable generosity and giving across the Diocese for the next triennium and there are specific annual objectives for each year.. During the pandemic we supported parishes with top tips and good practice guides to encourage giving, financial management and fundraising. We joined the Parish Giving Scheme (PGS) in November 2020 and are one of three dioceses take part in a contactless giving trial with the National church in 2021.

We are excited to offer this opportunity to welcome an enthusiastic individual to work as part of the giving team to encourage individuals and parishes to respond generously to all that God has given us in order to

resource the mission and ministry of our parishes and Diocese. The Covid-19 crisis has highlighted the importance of this area of our discipleship and work.

This post is partly funded by the Church of England Giving Advisor Fund for a further period of three and a half years and we would hope that a prospective candidate would be looking to make a commitment for at least the length of the project.

Job Purpose:

To work alongside the Director of Giving and Parish Funding to continue to promote and develop a culture of generosity, encourage increased personal and congregational giving and offer resources and support to congregations to help grow the Kingdom of God through the Southwark Vision.

Key Responsibilities

Encouraging Generous Giving

As part of the Giving Team, to continue to build a culture of generous giving on a personal and congregational level so that generosity becomes an integrated and key outworking of the Southwark Vision for Growth.

To work intentionally with deaneries and their new leadership teams across a diversity of rural, suburban and urban contexts to:

- explore local challenges and opportunities and affirm and share good and innovative practice
- offer training, both online and in person, to encourage a culture of generosity and new methods of giving e.g. the Parish Giving Scheme (PGS), online giving, contactless giving as well as encouraging good practice in key areas such as legacies.

To work proactively with clergy and lay teams across our breadth of parishes, (reflecting our demographic, economic and ethnic diversity), to help and energise them to develop effective and creative giving culture and practices to resource their mission and ministry. This will include

- produce and interpret statistical information on the levels of giving; develop our data analysis to enable us to plan a more strategic focus to how we prioritise support for parishes to
- improve their giving levels and their financial sustainability developing with the Project Team a giving strategy for each of our Strategic Development Funding Phase 2 projects
- responding to invitations from parishes and advising upon how to improve current giving culture and practice, encourage innovation and adoption of new ways of giving, and help with the roll out and direction of giving programmes; liaising with the Archdeacons and Financial Services team concerning parishes as necessary
- to evaluate and monitor the effectiveness of encouraging giving campaigns and make recommendations on how future campaigns can improve
- some weekend and evening work, for which time off in lieu is given.

To inspire giving and strengthen discipleship by encouraging the recognition of the principles underpinning Christian giving and the Parish Support Fund which include generosity, proportionality and an aspiration for parishes to seek to move towards being self-financing To speak on Christian giving and generosity in parishes and deaneries, both in worship and other gatherings.

Promoting new methods of giving

Working with the Director of Giving to embed the PGS in Southwark Diocese in 2022 and beyond
Maximising the adoption and uptake of the PGS with a view to at least 40% of parishes actively participating by the end of the third year, 2023.

To maximise the promotion of online and digital giving by

- continuing with the joint contactless pilot project, with the Church of England giving team, as we support the pilot parishes and monitor, evaluate and learn from the introduction of machines in a third of our parishes in 2021
- producing monthly updates and newsletters for the trial parishes sharing current information and case studies
- being responsible for managing and promoting the use of the Diocesan machines through the “Try before you buy scheme” which we are aiming to expand and roll out in the remaining 12 deaneries in 2022 to promote online giving and provide up-to-date guidance and resources to all parishes to encourage them to use online giving effectively and adopt safe and creative practices
- growing local learning networks for volunteers to support engagement with digital giving

Communication, training and support

- To build good working relationships with clergy and lay people throughout the differing church traditions in the Diocese
- To update and contribute to the website with blogs, key information, signposting to national resources and key websites
- To promote giving through Gift Aid so that parishes can maximise their income, offering support and parish training where necessary To signpost parish officers to legacy good practice and resources, accounting and budgeting support, funding and grant sources for specific projects including working closely with colleagues across other departments To maintain external links with the Regional and National Stewardship Network and other organisations

Key Anticipated Outcomes

- That people will have been inspired and enabled to live generous lives and parishes better able to resource their mission and vision
- To provide in depth support (generous church review, launch of PGS, giving campaign) for around 30 parishes in year one, rising to 40 parishes in following years
- To work towards an average increase in giving for those parishes of 10%
- To work with at least one deanery in year one and at least three deaneries per year thereafter
- Support the adoption of the PGS by at least 40% of parishes (120 parishes) by the end of 2023 (currently 15%)
- Support initiatives to enable at least 90% of parishes to have an online giving facility by the end of 2023 (currently more than 50%)
- Assist in embedding contactless giving in 60% of our parishes by the end of year 2023, taking specific responsibility for the Diocesan “Try before you Buy scheme” and co-ordination of any trials

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding

Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

Experience and qualifications	
The ability to communicate in a clear and lively manner both in writing and verbally	Essential
To be numerate, with proven experience in Excel, and the ability to use spreadsheets for data collection and preparing accurate reports using data	Essential
Experience of successfully delivering projects	Essential
Experience of working with volunteers	Essential
An understanding of diversity and cross-cultural dynamics	Essential
An understanding of the structure, breadth and dynamics of the Church of England	Highly desirable
Have experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences, online and in person	Highly desirable
Experience of working with large and small groups	Desirable
Having relevant experience in a Christian Stewardship and /or Fundraising role	Desirable
Graduate, a degree or equivalent level of education	Desirable
Skills/Aptitudes	
An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to develop further	Essential
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the Diocese regardless of their church traditions	Essential
The ability to plan, advise upon and lead giving programmes within the Diocesan parishes	Essential
Good understanding of finances, budgeting and budget management	Essential
Excellent IT competency in Word and PowerPoint	Essential
Highly organised, able to work to tight deadlines and manage conflicting priorities	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
Ability to maintain a high level of confidentiality	Essential
A willingness and ability to work evenings and weekends as required	Essential
A car driver, or able to travel to all parishes within the Diocese	Essential
An understanding of the challenges facing local churches	Desirable
An understanding of Her Majesties Revenue and Customs (HMRC) regulations regarding Gift Aid and the process of making online tax recovery claims to HMRC	Desirable
Character and personal qualities	
A desire to serve churches in Southwark Diocese with a passion for resourcing mission and ministry, that enables spiritual and numerical growth	Essential
Being an active worshipping member of the Church of England or a church in communion with it	Essential
Be self-motivated, with the ability to work well both independently and as part of a team	Essential

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

DIOCESE OF SOUTHWARK

Generous Giving Advisor
Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you may be required to visit area offices in Kingston and Croydon from time to time.

Salary

The post has the salary range of £32,000 - £34,000 per annum, inclusive of London Weighting, depending on experience

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but some flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, with prior approval of the Director of Giving, will be granted.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December. **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

The post is initially for of fixed term of about 3.5 years.

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.



The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance;
- to increase the number of worshipping communities;
- to grow our financial resource base to allow investment in growth for the future;
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2017 ministers carried out 2,860 funerals, 740 weddings and 3,220 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks.

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more

granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of ‘Lead, Enable, Serve’ and are summarised in the table that follows.



**SOUTHWARK VISION 2017 -2025
HEARTS ON FIRE with a Vision for Growth;
Walking, Welcoming, Growing.**

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.