

## Role Profile

<b>Job Title</b>	Generous Giving & Fundraising Advisor
<b>Contract</b>	Permanent
<b>Salary</b>	£32,000
<b>Hours</b>	35 hours per week
<b>Staff Team</b>	Finance Team
<b>Reports to</b>	Financial Controller

## Job Context

As a Diocese, we encourage a culture of generosity as we look to enable churches, worshipping communities and other expressions of Church (across the full spectrum of traditions) to support each other, as together we seek to resource and deliver a programme of missional growth that enriches the lives of our church and parish communities.

One of the principles at the heart of the Diocese's vision of working "*Towards a sustainable and flourish future*" is to "*explore how living generously - both personally and collectively - can release resource (including, but not limited to money) to further support our flourishing and growth together.*"

This vision presents an exciting new opportunity for an enthusiastic individual to lead our giving and generosity strategy 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. As part of this approach, you will oversee the trial, communication and roll out of the National Parish Giving Scheme to parishes across the Diocese (subject to Diocesan Synod approval).

## Key Responsibilities

1. Work with deaneries, parishes and their leadership teams to explore local challenges and opportunities. In doing so, affirm and share good and innovative practice and help them develop effective and creative giving practices to resource their mission and ministry particularly in relation to their finance.
2. Grow excellent working relationships with clergy and lay people throughout the differing church traditions in the Diocese to support the Bishop on the promotion of generous giving of time, talents and money.
3. Promote 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.

4. Be able to communicate clearly the principles of Christian giving to a variety of different audiences and keep up to date with the National Church resources.
5. Oversee the roll out of the National Parish Giving Scheme in collaboration with the finance team, local churches, the Diocese of Rochester and national partner organisations.
6. Assemble statistical evidence of local giving to inform engagement with parishes working with the Diocesan Secretary, Archdeacons and Deanery Mission & Ministry committees.
7. Respond to invitations from parishes or deaneries and helping in the planning of, advising upon and direction of giving programmes. This may include speaking on Christian giving and generosity, both in worship and other gatherings onsite and online.
8. Develop resources and training events to support generous giving and good stewardship practice.
9. Offer advice and training in writing bids for external funding.
10. Signpost parish officers to resources, will and legacies, accounting and budgeting and funding sources for specific projects, including working closely with colleagues across other departments
11. Produce regular management reports monitoring and evaluating the effectiveness of encouraging giving campaigns and make recommendations on how future campaigns can improve.
12. Create and maintain effective relationships outside the Diocese including representing the Diocese at regional and national conferences on Christian stewardship and related subjects

*This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## **Contact with others**

**Internal** Diocesan Secretary, Archdeacons, DAC Office, Finance Team, Mission and Ministry Team, Diocesan Mission Resource Group, Finance and Assets Committee

**External** Parish Clergy, Parish Officers, Area Deans & Lay Chairs, other stewardship and giving officers in the South East and in particular the Rochester Diocese; The Church of England Stewardship Network

### Person Specification

<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Good level of education to degree level or equivalent experience</li> </ul>
<b>Knowledge &amp; Skills required</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to develop further</li> <li>• The ability to plan, advise upon and lead giving/fundraising programmes within a not for profit context.</li> <li>• Highly organised, able to work to tight deadlines and manage conflicting priorities</li> <li>• Ability to deal sensitively and diplomatically with a range of people</li> <li>• Ability to maintain a high level of confidentiality</li> <li>• Demonstratable understanding of finances, budgeting and budget management</li> <li>• Ability to read and interpret a set of parish accounts</li> <li>• An understanding of the teaching which underpins Christian principles of giving</li> <li>• Experience of coordinating or managing projects.</li> </ul>
<b>Experience required</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• To be numerate, with proven experience in Excel, and the ability to use spreadsheets for data collection and preparing accurate reports using data</li> <li>• Experience of successfully delivering projects with key milestones and key performance indicators</li> <li>• Experience of working with volunteers</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working within a voluntary organisation preferably within a fundraising context.</li> <li>• An understanding of the structure, breadth and dynamics of the Church of England</li> <li>• Experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences</li> </ul>

<b>Aptitudes &amp; personal qualities required</b>	<ul style="list-style-type: none"> <li>• Ability to build excellent relationships and value all kinds of people and traditions within the Church of England and to be able to relate confidently and appropriately to people in a wide range of roles.</li> <li>• Ability to communicate in a clear and lively manner both in writing and verbally</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• The successful candidate will be expected to work during evenings and some weekends (including some Sundays) but would be encouraged to take time off in lieu.</li> <li>• The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.</li> </ul>

### **Equalities and Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Safeguarding**

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy

<https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training.

### **Data Protection and Security of Information**

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.



The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

**Health and Safety**

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.