



Diocese of Coventry



CHURCH BUILDINGS FUNDING SUPPORT OFFICER

21 hours per week (0.6 fte)

This is a fixed term contract for 18 months with a view to extend if successful.

**£18,835 per annum (£31,059 FTE salary)
+ staff pension scheme**

This new role has been created as part of the Diocese of Coventry's strategy for fulfilling its mission purpose of: Worshipping God; Making new disciples; Transforming communities.

Parishes have highlighted the need for specialist support which will offer the expertise and knowledge required to support the writing of successful grant applications. The majority of parishes do not have this expertise and lack time to work through these processes, which can be especially discouraging if they are unsuccessful. The purpose of this role is to support parishes through training, guidance and mentoring to allow them to focus their energy and time more directly on mission.

This post supports the Church Buildings Development and Project Officer as a resource for parishes for the funding of church building projects. The Officer will assist parishes by signposting them to sources of funding support and providing hands-on assistance throughout the applications process. The Officer will provide training and resources for parishes relating to project funding and grants.

We are seeking someone with a proven record of working with grant funders and the funding process. The Officer will be experienced in successful fundraising and bid-writing within the funding landscape of church buildings.

We require a highly organised and capable person with the ability to manage a busy workload. The successful applicant will also be professional, friendly and approachable, and committed to providing excellent customer service. A proactive approach with excellent interpersonal and written communication skills are essential. The successful applicant will need to be self-motivated, able to work well in a team and able to thrive in a busy faith-based working environment.

An application form, job description, person specification, and information about the Diocese can be found on our website at <http://www.dioceseofcoventry.org/vacancies> .

Or from the Operations Administrator, Ryan Finnegan, Cathedral & Diocesan Offices, Coventry, CV1 5AB. Email: Ryan.Finnegan@CofvCofE.org Phone 02476 521312.

The closing date for applications is: 12 noon, Friday 22 March.

Interviews will take place in Coventry on: Tuesday 2 April.

For an informal conversation please contact the Church Buildings Development and Project Officer, Claire Strachan on 02476 521353.

Please send completed application forms to:

Email: Ryan.Finnegan@CovCofE.org

or

Post: Ryan Finnegan, Operations Administrator, Cathedral & Diocesan Offices, 1 Hill Top, Coventry, CV1 5AB.