

**JOB DESCRIPTION:
CHURCH BUILDINGS FUNDING SUPPORT OFFICER
DIOCESE OF COVENTRY**

Document issue date:	13 February 2019
Location:	Coventry Diocesan Offices, with occasional travel required throughout the Diocese
Responsible to:	Church Buildings Development and Project Officer
Salary:	£18,835 per annum (£31,059 FTE salary)
Hours	This is a 0.6 fte post (21 hours per week) Some evening or weekend working will be required. This is a fixed term contract for 18 months with a view to extend if successful.

Role Profile:

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.

A new role, the post 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.

The Diocese's strategy focuses on the development of 8 Essential Qualities of healthy growing churches (8EQs) as identified by Natural Church Development (NCD), across all aspects of church and diocesan life.

The Diocese is a multifaceted organisation which reaches out to all the people of Warwickshire and Coventry through a number of constituent bodies and organisations, including but not limited to churches. The diocese's integrated strategy for all these interacting parts, Whole Diocese, identifies a number of priorities which form the focus for the allocation of diocesan resources.

One Whole Diocese strategic priority is:

Strengthening the health of churches and organisations across the diocese in the 8 Essential Qualities identified by Natural Church Development.

This is supported by, among others, an initiative to:

Develop a Church Building Strategy for the diocese, informed by a review of diocesan buildings maintenance, development and sustainability needs.

In a recent Church Buildings Survey and Rural Consultation a number of parishes highlighted a need for further support with fundraising and grant applications. This came out as one of

the most pressing issues for churchwardens engaged in caring for their church buildings. The role will be key to supporting parishes in this area and contributing to the diocesan strategy and the development of a church buildings strategic plan.

The Officer will work closely with the Church Buildings Development and Project Officer to identify buildings of greatest need as informed by their condition, sustainability and the parish's long term mission plan.

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 is initially an 18 month role but may be extended if it is proven to be a valuable and necessary support to parishes with evidence of success.

Key Relationships:

The Church Buildings Funding Support Officer is an employee of Coventry Diocesan Board of Finance and reports to the Church Buildings Development and Project Officer. S/he will work collaboratively with the Archdeacon Pastor and DAC Secretary and others to facilitate the repair and development of church buildings.

Other key relationships include:

- Operations Team
- Learning Mentor – Resourcing the Vision
- Learning Mentor – Effective Structures
- Governance and Grants Officer
- Clergy and Parish Officers
- Diocesan Clergy, particularly Area Deans
- Other staff members at the Diocesan Offices

Main Activities and Responsibilities:

Supporting Parishes:

- Identify sources of funding and signpost parishes to them
- Conduct consultation visits to parishes – pro-actively contact parishes through referrals/leads from the Church Buildings Team, Resourcing the Vision Mentor, Governance and Grants Officer etc.
- Provide a funding or grants advice helpline service
- Give initial fundraising advice (e.g. who to approach, top tips in writing bids)
- Provide hands-on assistance to parishes with their applications, including reading through applications, commenting on them and making amendments to ensure criteria are met
- Produce an up to date local list of grant funders

- Produce regular bulletins for parishes and ensure the diocesan website includes all the latest and relevant information
- Produce resources to support parishes in writing bids/grant applications (e.g. examples of successful applications) and promote existing resources (e.g. Crossing the Threshold toolkit, Churchcare website and the Parishes Resources website)

Networking:

- Develop strong links with grant funders (especially The Heritage Lottery Fund, Allchurches Trust, National Churches Trust) Attend suitable fundraising training events organised by outside funders
- Work collaboratively with the Church Buildings team and others to facilitate and support the funding of projects
- Establish a peer support network of experienced and successful fundraisers within the Diocese who will provide support for parishes as they fundraise for their church building

Training:

- Arrange regular training for parish officers on all aspects of obtaining grant funding through training providers or in-house delivery

Other responsibilities:

- Undertake such other tasks as may be required by the Diocesan Secretary and Director of Operations from time to time to ensure the smooth running of Diocesan Administration

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

Key: AF – Application Form, I – Interview, T - Task

Attributes	Essential	Desirable	Means of Assessment
Qualifications A relevant degree or equivalent qualifications or relevant experience.	√		AF
Experience Hands-on experience of working with grant funders and the funding process.	√		AF, I
Proven experience of successful fundraising and bid-writing experience	√		AF, I

Working as part of a team and on own initiative.	√		AF, I
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines.	√		AF, I
Responding to queries and simple problem solving.	√		AF, I
Using IT systems and packages, in particular Microsoft Office.	√		AF
Skills and Knowledge			
Knowledge of the funding landscape of church buildings.	√		AF, I
An interest in England's historic places of worship.		√	AF, I
Excellent interpersonal and written communication skills.	√		AF, I
Excellent administrative skills and time management skills with the ability to work accurately and with attention to detail.	√		AF, I
Have a proactive approach, using own initiative and taking responsibility for actions and consequences.	√		AF, I
A flexible and positive approach to working and an ability and willingness to travel to various locations if required.	√		AF
Knowledge of church processes and approaches.		√	AF, I
Personal qualities			
Professional, friendly and approachable, including when under pressure.	√		AF, I
A commitment to providing excellent customer service.	√		AF, I
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement.	√		AF, I
Loyal, discreet, trustworthy and a team player.	√		AF

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

The post is based in the Diocesan Offices. Normal working expenses will be reimbursed.