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| **Job Description** | |  | | |
| **Job Title:** | **Parish Giving Adviser  (Developing Giving)** | | **Department**: | Finance |

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| **Post Reporting To** | |
| First Reporting Manager’s Job Title: | Lead Parish Giving Adviser |

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| **Job Purpose** |  |
| The post-holder will support deanery leadership teams, clergy, Parochial Church Councils, parish treasurers, churchwardens and other key lay leaders to help make giving easy (e.g. through online and contactless giving) and meaningful (i.e. planned and proportionate, and linked to legacies), by integrating effectively into the life of our churches the latest ways to give, and by encouraging and enabling them to identify key opportunities to do this.  This will include identifying and proactively sharing ideas about giving, staying abreast of technological solutions (in particular those developed by the National Church Institutions), developing local good practice, and communicating this regularly and effectively to help build confidence to embed generosity and enable the cultural shift which is at the heart of the Diocese’s Generous Giving strategy.  The post-holder will be the primary point of contact for parishes in the Ludlow Archdeaconry which stretches from the Welsh borders to Worcestershire and from the Telford suburbs to south Shropshire. | |

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| **Accountabilities** |
| The post-holder will work with the rest of the Parish Giving team and other diocesan colleagues on shared tasks and priorities to: |
| * help fulfil the diocesan Generous Giving strategy’s aims and objectives * support parishes to enable, activate and promote online and contactless giving * promote and encourage legacy giving and share good practice and wider developments in giving mechanisms, in collaboration with the national giving team * provide practical support to giving and fundraising campaigns * work with deanery leadership teams across the archdeaconry of Ludlow to encourage deanery-wide sharing of good practice * help parishes to communicate their need for financial support and build trust with givers * participate in national and regional giving adviser network meetings * undertake other reasonable duties as required * bring ideas, skills and passion in areas we have not yet identified.   **Occupational Requirement**  The nature of this role and its central place in communicating and furthering the aims of the Diocese of Hereford mean that, within the provisions of the Equality Act 2010, there is an Occupational Requirement for the post-holder to be a committed Christian.  **DBS**  Appointment is subject to a satisfactory enhanced DBS check.  **Travel**  We encourage staff to use online collaboration and meeting tools in order to minimise our collective environmental footprint. However, due to the location of parishes across a wide area in the Diocese of Hereford, it will be necessary for the post-holder to have access to a vehicle and be willing to drive to meet with colleagues and parish representatives at times that suit them, including some evenings and sometimes at weekends. |

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| **Key relationships** |  |
| Parish Giving Team colleagues; clergy, lay leaders and other PCC members, Deanery Leadership Teams, Archdeacons (especially the Archdeacon of Ludlow), Church Buildings and Community Partnerships colleagues; Diocesan Board of Finance, Bishop’s Council and Bishop’s Staff members; Church of England giving team members; regional and national stewardship networks. | |

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| **Organisation Chart** |  |
| Director of Finance  Lead Parish Giving Adviser  Parish Giving Adviser Parish Giving Adviser  (Developing Giving) (Communicating Generosity) | |

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| **Person Specification** | |  | | |
| **Job Title:** | Parish Giving Adviser (Developing Giving) | | **Department**: | Finance |

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| **Qualifications & Experience** | | |
| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent) | * Demonstrable written and verbal communication skills * Demonstrable knowledge of, and interest in, generosity and stewardship * An understanding of Christian theology and biblical principles of generosity and giving * Familiarity with technological solutions to everyday problems | * Understanding of tax-efficient giving, Gift Aid, online funding tools, legacies & friends schemes * Knowledge of Church structures and governance arrangements * Understanding of the local church context within, and in particular the issues facing, Hereford Diocese |
| Type of experience required | * Proven experience of working with others to overcome reluctance to change | * Experience of updating websites |
| **Competencies** | | |
| **ESSENTIAL** | | **DESIRABLE** |
| * Ability to build volunteer networks and work collaboratively with a diverse range of stakeholders * Sensitive encourager, able to get alongside and enthuse others, with the confidence to challenge entrenched positions * Persuasive and engaging communicator, able to influence at all levels within the Church with an enthusiastic ‘can-do’ attitude towards generosity * Ability to think innovatively and ‘outside the box’ to solve problems and develop solutions by listening and tailoring solutions to each situation * Willingness to participate in new initiatives and inspire people to engage with them * Pragmatism and persistence * Confidence with interpreting data and using them to prioritise * Experience of Microsoft Office 365 suite including Excel, PowerPoint & Word * Pro-active and flexible approach to work, ability to progress key tasks independently as well as being able to collaborate with colleagues * Ability to manage conflicting demands on time, adhere to deadlines, and maintain good time-keeping * Holder of full driving licence with access to a vehicle | | * Understanding of how different online and contactless giving mechanisms can encourage and enable giving * Ability to adjust style and tone of content to different audiences * Willingness to talk about legacy giving * Confidence to challenge PCCs to re-think approaches to giving and try new things * Ability to bring ideas, skills and creativity to areas we have not yet identified |