

Director of Development (with specific responsibility for Bishop-led projects)

Job Description

Introduction

The Diocese of St Edmundsbury and Ipswich has 443 parishes, 16 Deaneries with 476 churches and around 120 stipendiary clergy. It serves about 680,000 people living in a geographical area of more than 1,400 square miles. The Diocese has a vision, "Growing in God" (GiG), which commits it to growth in number, depth, influence, and to grow younger. To ensure financial sustainability and avoid the need for retrenchment in clergy numbers, this growth must also result in growth in giving and income.

Purpose and scope of role

This role will be instrumental in supporting the delivery of strategically critical projects, on behalf of the Diocesan Bishop, and delivering aspects of work required and undertaken to fast-track new initiatives and emerging areas of work; the aim is to ensure an effective level of support for parishes to grow and achieve financial sustainability in line with the strategic plan, thereby enabling the support for the people and communities of Suffolk through its mission and ministry.

The scope of the Bishop's Project Lead is to enable and ensure the delivery of major projects and tasks across teams to deliver strategic impetus and support the needs of the diocese as a whole as directed by the senior Diocesan clergy and the Diocesan Office.

Key objectives

The role has five key objectives:

1. Together with the Bishops, the Diocesan Secretary, the Chair of the DBF and the Director of Engagement, responsible for the successful implementation of the Bishop's Fundraising initiatives to diversify the Diocesan funding base, focusing on:
 - a. Ensuring there is a clear plan in place, including for resourcing delivery, that is supported and understood by key stakeholders
 - b. Ensuring that there is full, effective and timely implementation of all initiatives identified in the project;
 - c. Working with the Director of Engagement on the communication aspects of telling our story (including testing key messages with focus groups),

- understanding our impact, and ensuring processes in place to constantly refresh;
- d. Establishing and supporting feedback mechanisms to enhance and improve the level of support across the Diocese required for the project to be successful;
 - e. Evaluation and reporting on feedback to keep all diocesan stakeholders informed and engaged in the project's success.
2. Together with the Bishops, the Diocesan Secretary, the Chair of the DBF and the Archdeacon of Sudbury, responsible for supporting the Buildings Working Group to define a clear and coherent plan and the implementation and alignment of the initiatives identified.
 3. Together with the Diocesan Secretary and People Director, to play a major role in the integration and creation of a one team culture across the DBF, including bringing in and supporting our Mission and Ministry and Education teams.
 4. Together with the Diocesan Secretary and the Director of Engagement, to support the establishment of an outward looking, parish focused, positive and communicative organisational culture.
 5. To the establishment of enhanced working relationships with clergy and parish councils throughout the Diocese.

Objectives 4 and 5 above to be delivered as a result of the implementation of actions arising in objectives 1-3.

Reporting to: the Diocesan Secretary with a close working relationship with the Diocesan Bishop and Chair of the DBF.

Line managing: DAC Manager and Head of Property as well as working collaboratively across all teams.

Key relationships:

Internal: Bishops, archdeacons, directors, and colleagues within the DBF.

External: VCSE leaders and other National Church colleagues.

Responsibilities (delivered individually and through the Property, Net Zero Carbon (NZC) and DAC teams, fundraising resource, and wider team):

To be responsible for the articulation of a clear plan and the successful implementation of the Bishop's Fundraising initiatives in order to generate new income sources and diversify the Diocesan funding base, working with the Director of Engagement to ensure plans are implemented and resourced well:

- Ensuring there is a clear plan in place, including for resourcing delivery, that is supported and understood by key stakeholders;
- Ensuring that there is full, effective and timely implementation of all initiatives identified in the project;
- With the Director of Engagement, supporting the communication aspects of telling our story (including testing key messages with focus groups), understanding our impact, and ensuring processes in place to constantly refresh;
- Establishing and supporting feedback mechanisms to enhance and improve the level of support across the Diocese required for the project to be successful.

To be responsible for ensuring a strategic approach to Buildings as a whole (Church Buildings and Halls, Parsonages, Schools and the office), and integrating different areas of work, in particular:

- Working with the Buildings Working Group to articulate a plan that aligns different areas of work towards desired outcomes and defines mechanisms, timescales and resourcing for delivery;
- Supporting the work of the Churches Buildings Management Partnership Trust, providing a lead to the Diocesan support team, working with others to ensure that processes and procedures are set up to engage and sign up parishes, and work to ensure savings and best practice are adopted;
- Developing, consulting and implementing a strategic framework to provide a holistic approach to buildings and insurance as a whole to better support both our own property services to clergy and to offer a more joined up and effective service to our PCCs;
- Integrating the teams into a model of being a single and cohesive service provider to stakeholders, line-managing the team leads and encouraging cross-team working;
- With the Head of Property, overseeing the delivery of the Net Zero Carbon route map for the Diocese and ensuring a joined-up approach to capital improvements and carbon reducing funding.
- With the Director of Engagement, ensuring that plans and support available is communicated to parishes.

To support the closer integration of teams across the DBF:

- Working alongside the Diocesan Secretary and People Director, to develop a collaborative and supportive culture across all teams, including teams traditionally seen as more stand alone and independent, to ensure the DBF offers and delivers a timely, effective and outward facing service across the Diocese;
- Working with the People Director, to contribute to a revised values based and behaviours framework to support our Growing in God strategy and cultural change to being an open, positive, parish focussed supportive team.

Other

- Member of the senior management team;
- Attendance at some key meetings – to be agreed;
- Any other project or work as deemed reasonable.

Person specification

Qualifications skills, attributes, and experience

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Degree educated. • Experience of managing projects that may involve a diverse range of stakeholders. • Good knowledge of resource allocation procedures. 	<ul style="list-style-type: none"> • Project Management qualification or experience. • Experience of working in the voluntary sector.
Experience	
<ul style="list-style-type: none"> • Ability to think strategically and act practically to produce plans and deliver results whilst keeping a focus on the strategic context. • Able to plan and organise and to ensure that deadlines and agreed targets are met. • Able to find ways to solve and pre-empt problems. • Experience of developing senior-level relationships. • Experience of leading, motivating and managing teams with the ability to promote a culture of continuous improvement. 	<ul style="list-style-type: none"> • An aptitude to use data to inform discussions and decisions. • Experience of working in a church setting.
Skills, attributes, and aptitude	
<ul style="list-style-type: none"> • Comfortable working both at a strategic and more tactical level • An instinct for building networks, developing connections, and seizing opportunities. 	<ul style="list-style-type: none"> • A strong empathy with people from all walks of life. • Strong diplomatic and negotiating skills and an ability to manage competing priorities and interests.

<ul style="list-style-type: none"> • Self-motivated and results focused. • An ability to work within an organisation that does not have a well-developed culture and to work with people to build understanding and gain support for plans. • Excellent interpersonal skills. • Inspires confidence and promotes shared values that underpin the ethos of the DBF. • Inspires others, is visible, adaptive, authentic and engenders trust. • Creates a positive team environment. • The gravitas and credibility to influence both within and beyond the organisation. 	<ul style="list-style-type: none"> • The ability to work well under pressure and take a considered, measured position.
<p><i>Work-Related Personal Qualities</i></p>	
<ul style="list-style-type: none"> • Enthusiasm, empathetic and understanding of the mission and ministry of the Church of England. • A personality who enjoys dealing with members of the Church at all levels. 	

GENERAL INFORMATION

Salary	The salary is between £34,800 to £37,800 for up to 3 days (£58,000 to £63,000 full time), dependant on experience.
Term	Initially funding has been agreed for a fixed term of three years.
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time up to 21 hours per week. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave (pro-rata) in addition to the usual public holidays plus Discretionary days at Easter and Christmas
Six	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 3 months.
Place of work	A combination of the Diocesan Offices in Ipswich and homeworking.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
[Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](http://www.cofesuffolk.org)

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to:

[email - HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Friday 12th April 2024

Interview Date: TBC