



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Giving Advisor, Parish Resources Team Part-time (28 hours per week)

Could you be the person we are looking for?

We are looking for the right person to join our small friendly team. You must enjoy working with people, be persuasive, patient, resilient and appreciate the importance of our clergy and volunteers. Being able to motivate, help and enthuse both volunteers, staff and clergy is vital to the success of this role, and we would be pleased to hear from applicants who are passionate about enabling our parishes to increase generosity and giving to make a difference in their communities.

Job Description

PURPOSE

The Giving Advisor works as part of the Parish Resources Team to support parishes to implement ways of improving giving levels and optimising costs as part of the Diocesan strategy 'Growing in God'. This involves contact with our church volunteers, specifically treasurers and churchwardens and clergy as well as liaising with other members of the team, diocesan staff, the National Giving Team and various suppliers.

This role includes promoting: the Parish Giving Scheme (PGS), Digital Giving (donation devices and online giving including QR codes), advising on Gift Aid and GASDS, gifts in wills, grants and funding and assisting with a variety of training for parish volunteers and clergy.

REPORTING TO

The Giving Advisor reports to the Parish Resources Manager and will be working in a small team with another Giving Advisor.

KEY CONNECTIONS

Parochial clergy, PCC treasurers, Churchwardens, Deanery Organisers, Finance & Operations Director and the wider finance team, Diocesan Secretary, Director of Mission and Ministry, Mission Enabler, DAC Team, Archdeacons, the National Giving Team, Parish Buying and the suppliers of digital giving mechanisms.

KEY TASKS / RESPONSIBILITIES

- To engage with parish clergy and volunteers by telephone, Zoom or in person visits, to help set up contactless and online giving and to encourage them to register to use the Parish Giving Scheme.
- To help compile and give presentations (as part of the Parish Resources Team and on your own) around the Diocese to benefices, deaneries and synods to inspire and encourage those in the parishes to find ways to increase generosity and giving. Includes assisting in the planning and presenting at the Building a Generous Church annual conference.
- Work with the Parish Resources Manager and Giving Advisor in promoting all the resources and training we offer to our volunteers and clergy including encouraging

treasurers to make use of the Treasurer Forum, ACAT and help new treasurers understand their role and be effective.

- Work alongside PCCs, diocesan staff and other key stakeholders to promote sound stewardship practice including developing and sharing resources with parishes.
- Promote planned giving, encouraging the adoption of the Parish Giving Scheme (PGS) by both parishes and donors through direct contact with relevant stakeholders. Take ownership of the PGS, acting as the first point of diocesan contact (lead).
- Maximise parish income through the promotion and uptake of digital giving platforms, notably donation devices (contactless) and online/QR codes (joint lead). Monitor usage of devices given out through the Digital Roll Out and Contactless Pilot churches and support them in increasing their giving both contactlessly and online.
- Encourage parishes to learn about and optimise their gift aid and GASDS claims (lead).
- Organise and facilitate the PCC Workshop programme including the various speakers taking part, the posting of sessions, sending out of slides and contacting participants. Also deliver PCC Workshops via Zoom on topics as part of the Parish Resources Team (lead). Take part in delivering any wider diocesan training programmes with the team.
- Encourage parishes to adopt and promote our gifts in wills best practice and resources.
- Encourage all parishes to seek competitive quotations for all purchases, notably through registering with the national church's procurement arm, Parish Buying.
- Be able to advise parishes on grants and funding for parishes using the resources available.
- Liaise with our Communications Department in all areas to keep our volunteers updated including finding and promoting good news stories. Keep the team's website and Insight pages updated and current as needed.
- Explain to parishes the purpose of Parish Share, in the context of supporting mission and ministry, and engage and support them in developing their strategies to maximise Share contributions.
- Work across departments towards mutual goals such as fostering parish growth, notably alongside the Mission and Ministry department and the DAC Department when working towards Net Carbon Zero objectives (G2GG) as part of the grants and funding remit.
- Be a visible presence amongst parishes, making a difference.

KEY OBJECTIVES

- Develop and deliver a strategy (with the Parish Resources Manager) to increase the number of parishes in the Parish Giving Scheme year on year and increase the number of givers.
- Support and increase the number of parishes with digital giving by helping facilitate donation devices and setting up online giving.
- Support and monitor the Digital Roll out and Contactless Pilot churches maintain and increase their giving.
- Promote gift aid and the Gift Aid Small Donations Scheme to parishes.
- Facilitate the PCC Workshop Programme by liaising with staff members, other organisations' and volunteers to set up and maintain the programme and initiating new providers and topics.
- Provide 1-2-1 parish resources support to at least 40 parishes/year.
- Support other members of the team across other key areas of grants & funding, gifts in wills and Parish Buying.

OTHER DUTIES

- Regularly attend meetings with parishes, benefices, staff, national giving team, Diocesan Synod and other committees as required around the Diocese.
- Work collaboratively with colleagues both within and apart from the Parish Resources Team, including the national giving team.
- Act as an intermediary between parish and diocese including building networks and good relationships to ensure effective communication at all levels of engagement.
- Promote the sharing of good practice.
- Attend national and regional stewardship meetings and conferences as appropriate.
- Maintain personal professional development appropriate to resourcing parishes.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Experience in an administrative role with strong administration skills and attention to detail. • Experience of working with statistical data using Microsoft Office applications, in particular Excel. • Ability to summarise results in clear and concise format. • Some experience in a finance-oriented role such as procurement, budgeting (voluntary or paid). 	<ul style="list-style-type: none"> • Experience of working within a Faith context • Knowledge of Church structures and governance arrangements • Experience of accounts and reports • Diploma or equivalent level fundraising or marketing qualification • Able to share knowledge and train volunteers in the use and setting up of digital giving platforms. • Knowledge of digital giving (contactless, online and QR codes)
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to establish strong professional working relationships with clergy & laity. • A confident speaker, outgoing and engaging, with excellent oral, written communication and presentation skills • Resilient with strong influencing skills – able to deal with a range of views, challenge feedback whilst promoting resources. • Effective team player who enjoys working as part of a team as well as individually. 	<ul style="list-style-type: none"> • Quick and keen learner • Ability to think creatively and strategically • Ability to juggle a variety of projects at the same time. • Experience of training/teaching.

Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Enthusiastic and proactive, able to motivate others to give generously, leading by example to promote positive change. • Robust and able to work calmly under pressure. • Discretion handling sensitive and confidential information. • Well organised and self-motivated. • Patient and approachable. • Able to work flexibly including regular evening appointments as well as occasional weekends. • Full driving licence and use of own car for work purposes with willingness to travel to meetings and conferences both locally and nationally. 	<p>Empathetic when dealing with volunteers and others.</p> <p>Able to relate to a range of ages and abilities.</p> <p>Flexible 'can do' attitude.</p> <p>Cheerful with a sense of humour.</p>

GENERAL INFORMATION

Salary	The post is at a Band B off the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, pro-rata for 28 hours is £24,000 to £25,600, depending on experience. Full time equivalent of £30,000 to £32,000.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part-time 28 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

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. The DBF is an equal opportunities employer.

For an informal conversation please contact Julie Podd, Parish Resources Manager on 01473 298555 or email on julie.podd@cofesuffolk.org to arrange a suitable time for a chat.

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<https://www.cofesuffolk.org/vacancies>

Applications marked 'Confidential Application' to be sent to: HR at
HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street,
Ipswich IP1 1UQ. **Please note:** Applications will only be accepted on our DBF application
forms. Please do not apply directly from online jobsites or send CVs.

Closing Date for Applications: 15 July 2024 at 5pm **Interviews:** Wed, 24 July 2024