

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

Fixed Term Contract until 31st December 2026

Job Description

DEPARTMENT DESCRIPTION

The Parish Resources Team are here to support parishes by being a visible presence around the Diocese. They help with enabling giving (Parish Giving Scheme, online and contactless giving, legacies), cost management through Parish Buying, finding grants & funding as well as advising in other areas such as Gift Aid, providing training opportunities and generally supporting parishes to achieve a culture of generosity.

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, 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 and support 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, DAC Team, NZC Advisor, Archdeacons, the National Giving Team, Parish Buying and the suppliers of digital giving devices.

KEY TASKS / RESPONSIBILITIES

- To engage with parish clergy and volunteers by telephone, Teams or in person visits, to help set up contactless and online giving and to encourage them to register with and 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 deaneries, synods, benefices and PCCs to inspire and encourage those in the parishes to find ways to increase generosity and giving. Includes assisting in the planning and presenting at our bi-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. Support churches to increase their giving both contactlessly and online including borrowing the diocesan devices and participating in the digital workshops (joint lead).
- 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 advertising and posting of sessions, sending out of slides and contacting participants(lead). Also deliver PCC Workshops via Teams on topics as part of the Parish Resources Team and 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. Help 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 Team, NZC and DAC teams 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

- Continue to develop and deliver the 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.
- Promote and inform 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 one-to-one 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	
- Educated to at least 'A' Level standard or equivalent. - Experience in an administrative role with strong administration skills and attention to detail. - Experience of working extensively in a Microsoft Office or Google Docs environment. - Ability to summarise results in clear and concise format.	- Educated to degree level or further qualifications in a relevant area. - Experience of working within a Faith context including knowledge of Church structures and governance arrangements - Experience of accounts - 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) - Experience of working with statistical data using Microsoft Office applications, particularly Excel.
Skills and Abilities /Aptitudes	
- Excellent interpersonal skills, with the ability to establish strong professional working relationships with clergy & laity. - Effective team player who enjoys working as part of a team as well as individually. - A confident speaker, outgoing and engaging, with excellent oral, written communication and presentation skills Resilient with sound influencing skills – able to deal with a range of views, challenge feedback whilst promoting resources.	- 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	
- 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.	- Empathetic when dealing with volunteers and others. - Able to relate to a range of ages and abilities. - Flexible 'can do' attitude. - Cheerful with a sense of humour.

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| <ul style="list-style-type: none">• Well organised and self-motivated.• Patient and approachable.• Able to work flexibly including some evening appointments as well as occasional weekends.• Full driving license and use of own car for work purposes with willingness to travel to meetings and conferences both locally and nationally. | |
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GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The salary range for this post is £24,000 to £25,600 pro-rata for 28 hours depending on experience (Full time equivalent of £30,000 to £32,000).
Contract Type	This is a fixed term contract until December 2026. Continuation of the post after December 2026 is dependent upon further funding becoming available.
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. We operate a hybrid working policy with office working days to be agreed with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with 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 committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required.

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: Thursday 13th November 2025

Interviews: Wednesday, 26th November 2025