**Giving Advisor, Parish Resources Team**

**Full-time or 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 making a difference.

**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, and the national giving team.

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, Deanery Organisers, Finance Director and finance team, Parish Resources Manager, Diocesan Secretary, Director of Mission and Ministry, Mission Enabler, DAC Secretary, Archdeacons, and national officers.

**KEY TASKS / RESPONSIBILITIES**

* Work with the Parish Resources Manager and Giving Advisor in promoting all the resources and training we offer to our volunteers and clergy.
* 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 optimize their gift aid and GASDS claims (lead).
* Facilitate the PCC Workshop programme (lead) and take part in delivering wider diocesan training programmes.
* Encourage parishes to adopt our gifts in wills best practice and resources.
* Encourage all parishes to seek competitive quotations, 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.
* 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.
* 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**

* Attend meetings with parishes, staff, national giving team, Diocesan Synod and other committees as required.
* 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 relationships to ensure effective communication at all levels of engagement.
* Promote the sharing of good practice.
* Attend national and regional stewardship meetings.
* Maintain personal professional development appropriate to resourcing parishes.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Knowledge and Experience** | |
| * 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. * Experience in a finance-oriented role such as procurement, budgeting (voluntary or paid). | * 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** | |
| * Excellent interpersonal skills, with the ability to establish strong professional working relationships with clergy & laity. * A confident speaker, outgoing and engaging, with excellent oral and 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. | * Quick and keen learner * Ability to think creatively and strategically * Ability to juggle a variety of projects at the same time. |
| **Work-Related Personal Qualities** | |
| * Enthusiastic and empowering, 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 organized and self-motivated. * Patient and approachable. * Able to work flexibly including some evenings and weekends. * Full driving licence and use of own car for work purposes with willingness to travel to meetings and conferences both locally and nationally. | 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. |

**GENERAL INFORMATION**

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| Salary | The post is at D4-D5 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, pro-rata for 28 hours is £24,117 to £25,014 or for full time is £30,146 to £31,267, depending on experience. |
| Pension provision | Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period. |
| Hours of work | Full-time (35 hours per week) or 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.

For an informal conversation please contact Julie Podd, Parish Resources Manager on 07826556186 or email on [julie.podd@cofesuffolk.org](mailto:julie.podd@cofesuffolk.org) to arrange a suitable time.

**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**: 23 January 2023 **Interviews**: 1st February 2023