



THE CHURCH
OF ENGLAND
SUFFOLK

APPLICATION PACK



PARISH RESOURCES
MANAGER

CLOSING DATE
7 DECEMBER 2021



www.cofesuffolk.org

FROM THE BISHOP



Thank you for your interest in this exciting new and key role.

The Diocese of St Edmundsbury and Ipswich is a wonderful place to serve, with amazing diversity: deeply rural, market towns, coastal towns and urban centres, at the heart of which are Ipswich with its long trading history as a port, and Bury St Edmunds, our cathedral town. Variety is energising, and for me what makes Suffolk such a rewarding place to be engaged in serving God's mission is the people - parishioners, lay leaders and clergy - exploring and living out what it means to be transformed by Christ.

The Church of England will face both joys and challenges in the coming years as we navigate our way through and beyond the pandemic. We are looking for an exceptional individual, committed to the Christian faith, who will bring fresh energy, ideas and engagement to our team and to our engagement and interactions with the people of Suffolk.

I am keen to hear from anyone with the skills that we are looking for.



The Rt Revd Martin Seeley
Bishop of St Edmundsbury and Ipswich



ABOUT THE ROLE

This role will be instrumental in connecting the central support function of the diocese (Church of England in Suffolk) more closely with parishes and clergy. Optimising our resources, to meet their expectations, will contribute to improved relationships with parishes and clergy and to helping them build “Flourishing congregations, making a difference”, one of the visible outcomes of the diocesan vision of Growing in God.

The post-holder will plan and deliver support for parish financial and operational sustainability and will drive improvements in our coordination and accessibility to offer an integrated service.

This role will suit you if you care about our parishes’ needs, are comfortable working across teams to achieve those needs, are able to use and apply data, and derive enjoyment from establishing and maintaining a rich variety of relationships.



ABOUT THE ROLE

There is rarely a dull day working for the Diocese of St Edmundsbury and Ipswich (DBF) and you will certainly get to work with inspiring people and in turn be an inspiring presence for others. This role:

REPORTS TO RESPONSIBLE FOR KEY CONNECTIONS

The Diocesan Secretary (COO of the DBF)

Parish Finance and Resources Advisor
Parish Funding and Grants Advisor
Both 0.8 FTE

The wider diocese: clergy, parish treasurers, deanery organisers, local giving advisors, churchwardens.

Senior clergy: archdeacons and the Suffragan Bishop

Within the DBF office: Director of Mission and Ministry, DAC Secretary (for the care of church buildings), Communications Manager, Finance Director and team. The role will work particularly closely with the Mission Enabler who supports parishes with their theological mission.

National Church: stewardship staff (and peers in other dioceses).



JOB DESCRIPTION

The role has two key objectives:

- To lead the Parish Resources team, supporting parishes with income development and cost management.
- To be the champion of the parish perspective in the diocesan office, ensuring that our services are consistently accessible, coordinated and integrated.

PARISH RESOURCES

To lead the team to:

- Plan, direct and measure the impact of initiatives, based on clergy needs and using parish data, to develop income sources (including fundraising) and manage costs.
- Work towards full contribution of the Parish Share, targeting and prioritising those parishes and benefices where there is a low payment and identifying and help implement plans to address issues arising.
- Identify, promote and enable sharing of good practice in budgeting and giving (including Parish Giving Scheme, legacies, investments, gift aid, use of online tools) encouraging innovation and creativity.
- Develop, equip, enable and encourage the voluntary roles of Deanery Organisers, treasurers and Local Giving Advisors, promoting development of networks of mutual support and best practice.
- Maintain and develop the relevant sections of the diocesan website, publishing resources and maintaining links with other diocesan and national stewardship initiatives and resources.
- Help to deliver and promote consistent messaging across the diocese, eg good news stories about best practice, which demonstrate sacrificial generosity.
- Coordinate the delivery of training for clergy and lay ministers on:
 - preaching and teaching about giving.
 - church finances (in association with Association of Church Accountants and Treasures and the Finance team).

JOB DESCRIPTION

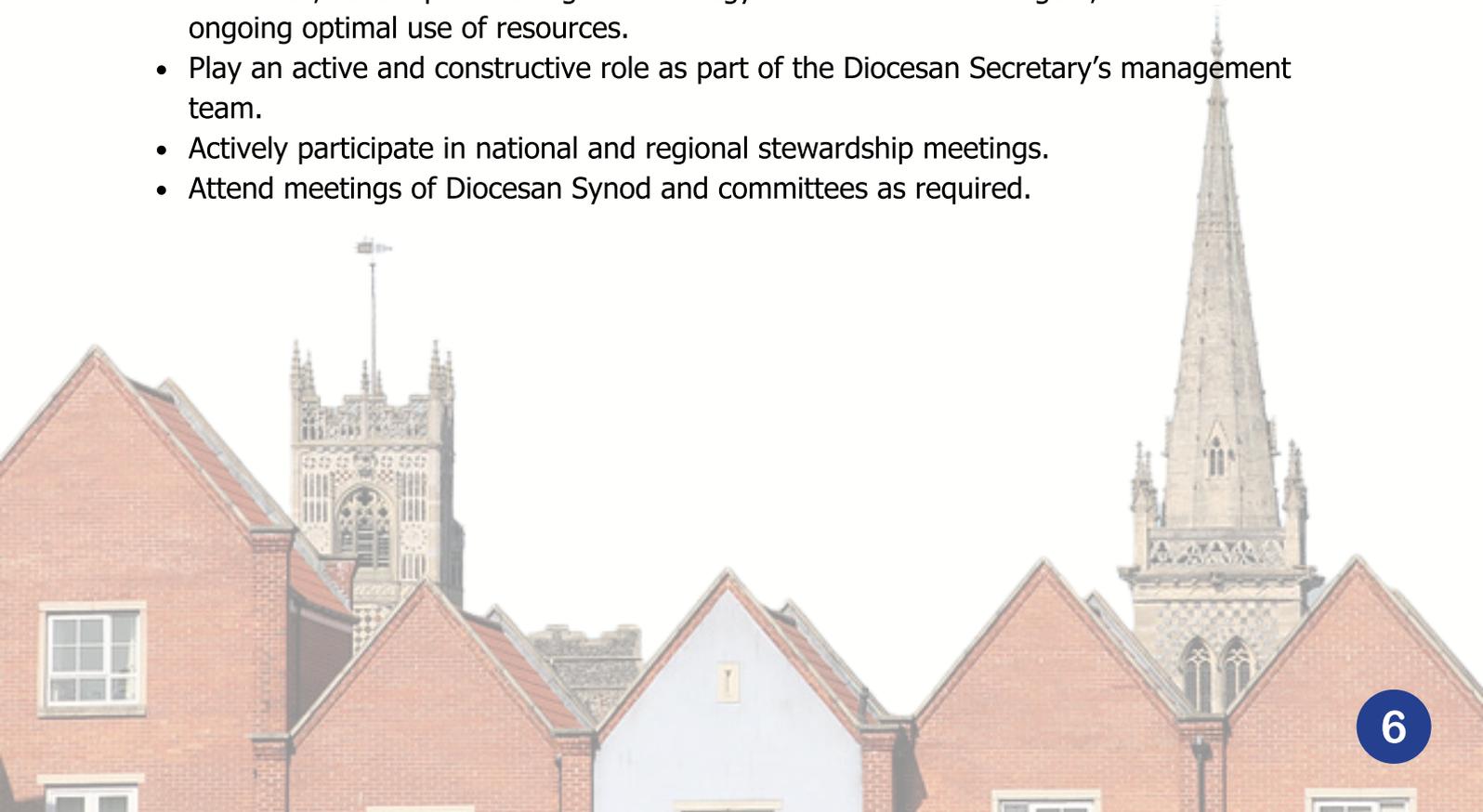
CHAMPION OF THE PARISH

To collaborate with diocesan colleagues to develop, agree and implement plans that enable, equip and support parishes and clergy, such as:

- Ensuring clergy and parishes understand 'the offer' from the diocesan support team.
- Measuring the impact of the diocesan offer as part of ongoing learning.
- Designing and implementing a single point of contact at the diocesan office for each deanery, supported by succinct and current materials.
- Coordinating training and development offers across all areas of activity.
- Implementing a data-driven approach to understanding and mapping parish engagement to identify needs and areas of focus.
- Contributing to the ongoing development of the website as a key resource.
- Inputting to the design, content and implementation of communication plans.
- Supporting the development and maintenance of groups of volunteer experts who themselves encourage and enable parishes in their sphere of expertise.

OTHER

- With the knowledge gained from working with colleagues, monitor allocation of resources, assess priorities against strategy and with other managers, to ensure ongoing optimal use of resources.
- Play an active and constructive role as part of the Diocesan Secretary's management team.
- Actively participate in national and regional stewardship meetings.
- Attend meetings of Diocesan Synod and committees as required.



PERSON SPECIFICATION

Experience, qualifications and knowledge

Essential:

- Experience of planning and delivering excellent services, exceeding customer expectations.
- Good knowledge of how to measure and improve performance.
- Experience of managing committed and able people with particular specialisms.
- Good knowledge of budgeting and resource allocation procedures.
- Experience of analysing, presenting and using statistical data (Microsoft Office applications, in particular Excel).
- Experience of working both collaboratively and independently.

Desirable:

- A good understanding of the Church of England, other Christian denomination or faith-based organisation, its structures, breadth and dynamics.
- Experience of working within the voluntary sector.
- Experience of parish finances, accounts and reports.
- Experience of working in a business development or customer-focused environment.
- Experience of fundraising/income generation and cost control in small entities.
- Experience in high level use of Microsoft Excel and/or Project.

Skills, abilities and aptitudes

Essential:

- Strategic
 - Ability to see and understand the bigger picture and to relate it to your role.
- Management and influence
 - Ability to plan and organise and to ensure that deadlines and agreed targets are met.
 - Ability to build credibility with key stakeholders to enable process improvement.
 - Confident about taking initiatives from start to completion.
 - Willing to take the initiative and respond creatively and imaginatively to new opportunities.
 - Excellent organisational skills and ability to manage and prioritise a variety of competing demands.

PERSON SPECIFICATION

- Analysis
 - High-level logical reasoning and analytical abilities.
- Communications
 - Excellent oral, written and presentational skills.
 - Excellent interpersonal skills in group and one-to-one situations, able to develop effective working relationships with a broad range of people.

Desirable:

- Perceptive listener and discerner.

Work-Related Personal Qualities

Essential:

- Actively supportive of the aims and objectives of the Church of England.
- Enthusiastic and able to motivate other people to give to God.
- Empowering, will enable positive change and lead by example.
- Able to work flexibly including some evenings and weekends.
- Willingness to travel to meetings and conferences both locally and nationally.
- Full driving license and use of own car for work purposes.
- Thrives on working in a busy environment.
- Resilient – able to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties.
- An amiable personality and a good sense of humour!

Desirable:

- A practising Christian.

THE ESSENTIALS

Salary £39,497 pa. E2 of the salary scale.

Hours of work Full-time 35 hours per week Monday to Friday. Part-time could be considered. Some flexibility is required and TOIL (time off in lieu) is applicable for evening and weekend working, to be agreed with line manager.

Holidays 25 days, standard public holidays and additional discretionary days at Easter and Christmas.

Pension If eligible, membership of the Church of England Pension Builder 2014 Scheme.

Probation period Six months during which time progress is reviewed regularly

Notice During probation two weeks and thereafter three months.

Place of work 4 Cutler Street, Ipswich, Suffolk IP1 1UQ. Flexible working is expected.

Other Use of a car and business insurance cover is essential.



HOW TO APPLY

Please use the application form available on:

www.cofesuffolk.org/vacancies

We aim to acknowledge receipt of all applications as they come in and let candidates know whether or not they have been shortlisted as soon after the deadline date as possible.

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

The DBF reviews job descriptions annually to ensure that they relate to the role as then being performed and to incorporate reasonable changes that have already occurred or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

For an informal conversation please contact
Anna Hughes, Diocesan Secretary (07961 116077).

Closing date: Tuesday 7 December 2021, 5.00pm

Interview date: Week commencing 13 December 2021

We very much look forward to hearing from you!

ABOUT THE DIOCESE

The diocese, led by the Bishop of St Edmundsbury and Ipswich, exists to serve and support clergy, parishes and schools, offering the people of Suffolk the opportunity to encounter God and grow in Christian faith.

Through its charitable entity, the St Edmundsbury and Ipswich Diocesan Board of Finance (DBF), it is seeking to make a step change in how it equips and enables parishes and benefices to deliver mission in their localities.

With its 445 parishes, (grouped into 129 benefices), serving approx. 660,000 people over more than 1,400 square miles, we are a largely rural diocese with several significant urban areas.



OUR PRAYER

O Lord, our God, giver of life and growth,
grow in us a longing for you,
that we might deepen our faith;
grow in us a compassion for your world,
that we might serve our neighbours;
grow in us a vision for your kingdom,
that we might proclaim your love.
By the power of your Spirit, and in Jesus' name.
Amen.



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

4 Cutler Street, Ipswich IP1 1UQ
Charity number 248919