

Role Profile

Job Title	Generous Giving Manager
Hours	35 hours per week
Working Pattern	Typically, office hours but with some evening and occasional Sunday morning duties to visit parishes.
Pay Band	Band D
Salary	£36,397

Job Context

This is an exciting opportunity to build on the strong foundations within our two-person Generous Giving Team. The role supports parishes across a wide range of church traditions and parish contexts—urban and rural—with around 60% of the Diocese of Canterbury being rural.

The primary focus is on strengthening the financial sustainability of local churches by encouraging generosity in time, talents, and financial giving. You will help individuals and church communities understand and grow their income, make the most of existing resources, and explore new and creative income streams.

The role also supports parish community engagement initiatives such as opening church buildings more often, improving the visitor experience, and developing sustainable ways to resource mission and ministry—often contributing directly to long-term financial resilience.

This is an ideal role for someone with a good understanding of church life, a passion for helping local churches thrive and an understanding of generosity grounded in Christian teaching. The successful candidate will be able to engage credibly and compassionately across a range of traditions and settings, with a strong commitment to both community engagement and financial sustainability.

Key Responsibilities

1. Work with deaneries, parishes, and leadership teams to identify local challenges and opportunities for generous giving to support sustainable mission and ministry.
2. Share good and innovative giving practices and help parishes and deaneries develop creative, effective ways to resource their mission.
3. Build strong relationships with clergy and lay leaders across church traditions to support the bishop's vision for generosity.

4. Promote and support a wide range of giving methods such as the Parish Giving Scheme (PGS), online and contactless giving.
5. Communicate clearly and inspiringly the principles of Christian giving to diverse audiences, keeping up to date with National Church resources.
6. Respond to invitations to advise on and help plan giving initiatives, including speaking on generosity both in-person and online, at our offices and in parishes.
7. Develop resources and training events to support generous giving and good stewardship practice.
8. Guide parish officers to resources on giving campaigns, legacies and grant funding, working closely with colleagues across diocesan departments.
9. Monitor, evaluate, and report on giving campaigns, using data and feedback to recommend improvements and celebrate successes.
10. Work with the National Giving Team, representing the Diocese at regional and national forums on Christian giving building networks and bringing fresh ideas to diocesan initiatives.
11. Manage the Generous Giving Team including its budget and the Generous Giving Officer.
12. Tailor support to rural and urban contexts and different church traditions, recognising the unique opportunities and challenges each context brings.
13. Support sustainable and national community initiatives that raise awareness of generous giving such as opening church buildings more regularly, community engagement and enhancing visitor/pilgrim engagement.

This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Contact with others

Internal	Diocesan Secretary, Archdeacons, Finance Team, Mission and Ministry Team, Committee members and trustees
External	Parish Clergy, Parish Officers, Area Deans & Lay Chairs, other stewardship and giving officers in the Southeast and in particular the Rochester Diocese; The Church of England Stewardship Network

Contract, Salary, and Benefits

- Band D
- Permanent Contract
- 35-hour week.
- Generous employer pensions contribution (or membership of clergy pension scheme if ordained in the Church of England)
- 24 days annual leave + Christmas closure.
- Central Canterbury location
- Birthday leave, Volunteering Leave, Wellbeing Day per annum

*Typically, office hours but the successful candidate will need to adjust their working patterns in order to meet with parishes in the evenings and/or attend Sunday worship

Person Specification

- Educated to degree level or able to demonstrate equivalent experience perhaps in fundraising or Christian ministry.
- Awareness of the financial and missional challenges facing churches today, particularly in rural contexts.
- Understanding of the Church of England's structures, ethos, and range of traditions.
- Proven ability to plan, advise on, and lead giving or fundraising programmes in a not-for-profit or charitable context.
- A clear understanding of the Christian teaching that underpins Christian giving.
- Highly organised, with the ability to manage competing priorities and meet tight deadlines.
- Strong interpersonal skills, with the ability to build rapport, motivate others, and collaborate across a variety of settings.
- Skilled at engaging and inspiring individuals and groups, both in person and online.
- Able to generate and develop ideas with a creative, solution-focused approach.
- Able to deal sensitively and diplomatically with a wide range of people, including volunteers.
- Demonstrable understanding of finances, budgeting, and budget management.
- Experience of coordinating or managing projects with defined milestones and outcomes.
- Ability to build strong relationships and value the breadth of people and traditions within the Church of England; able to relate confidently and appropriately to parishioners in a wide range of roles.
- Excellent written and verbal communication skills, with the ability to communicate in a clear and engaging manner.
- Willingness and ability to travel across the Diocese.
- Right to work in the United Kingdom.

Equalities and Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual

- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behavior and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy

<https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training.

Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

Health and Safety

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.