



JOB DESCRIPTION FOR
PARISH GIVING OFFICER

RESPONSIBLE TO: Director of Finance (FD)

OTHER KEY RELATIONSHIPS:

Parish Clergy
PCC Treasurers
Bishop's Leadership Team
Finance team
Archdeacons of Loughborough and Leicester
Parish, Transition and Ministry Development team

PURPOSE:

To increase the level of Parish Contributions particularly from larger churches (or groups of churches) in the diocese so that they cover the costs of the ministry they receive. This will be done by promoting a culture of giving by challenging and inspiring church communities and leaders to recognise God's generosity at work amongst them. All this is delivered in reference to, and as part of, the wider Diocesan strategy and the formation of Minister Communities.

MAIN RESPONSIBILITIES:

- To protect and grow Parish Contributions to the Diocese to equip parishes and Minister Communities with the optimum level of Ministry.
- To achieve specific targets for parish contributions for certain categories of parishes and benefices.
- To undertake targeted work with parishes as directed by the FD and Bishop's Leadership Team. Work with parishes and Minister Communities in general to help them to raise enough Parish Contribution to fund their required Ministry. This includes advice of level of reserves, Parish giving Schemes, fundraising and the cost of Ministry.
- Working with the Finance team, monitor Parish Contributions monthly to see that overall targets for the year are achievable. Act on any adverse findings from this monitoring in agreement with the Archdeacons and FD.
- Assess Parish Contribution Offers received in terms of Ministry provision with parishes and Minister Communities. Challenge where necessary, parishes and Minister Communities to raise more to meet missional need.
- Deliver training and presentations to key stakeholders.
- Promote tools that make giving easier and church income more resilient: moving away from cash and towards online and bank giving.
- Oversee and arrange the work of pooled administration for this area .

PERSON SPECIFICATION:

Essential:

- Ability to inspire and equip individuals and groups to engage positively with challenging topics.
- Willing to listen and learn when seeking to provide solutions.
- Comfortable and confident in a variety of church contexts, with the ability to influence and challenge where appropriate.
- Ability to communicate with churches in a language they understand, drawing on theology and scripture as appropriate
- Good knowledge of the structure and workings of the Church of England especially at Parish level.
- Comfortable in achieving financial targets.
- Ability to balance working on several tasks at once.
- Ability to work collaboratively with colleagues: supporting each other and working creatively together to problem solve.
- Willing to work flexible hours, including evenings and weekends.
- Competent public speaking.
- Ability to write engaging, inspiring and persuasive communication materials.
- IT literate: including use of Microsoft Word, Outlook, Excel, Zoom and Teams
- Ability to arrange own transport around the diocese.
- Committed Christian with understanding and experience of stewardship/giving and discipleship and how the two fit together.
- Good level of education.

Desirable:

- Fundraising experience and/or qualification or the willingness to obtain one.
- Experience of nurturing regular giving.
- Line management experience.
- Good knowledge of current church issues, including an understanding of current challenges.
- Able to interpret basic church accounts.