



Parish Giving Development Officer

Operational Support Team

£34,311, Full-Time (35h/w)

Fixed term for 3 years in the first instance

Context

The Church of England plays an active and visible role in the life of the nation. With a network of parishes covering every community across England, it brings a Christian presence, pastoral care, and social action to people of all ages and backgrounds. It is organised into 42 dioceses, each led by a bishop.

The Diocese of York covers much of North and East Yorkshire, including York, Hull, Middlesbrough and Selby, two National Parks, and the Yorkshire coast. We are a family of nearly 600 churches, 125 schools, and 442 parishes, led by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

Our diocesan family is structured into three archdeaconries:

- **Cleveland** (Bishop of Whitby)
- **East Riding** (Bishop of Hull)
- **York** (Bishop of Selby)

Living Christ's Story

The Church of England's national vision for the 2020s is to be a Christ-centred Church, shaped by the five marks of mission, and becoming Simpler, Humbler and Bolder.

In response, our diocesan strategy — Living Christ's Story (LCS) — was approved by Diocesan Synod in 2022 and continues to evolve. It builds on earlier work that secured national funding to grow leaders and extend our reach, especially in low-income communities and among people in their 20s–40s.

To *live Christ's story* is to take part in God's mission of love in the world today. We seek a flourishing and sustainable Church that enables this mission, revitalising parishes, chaplaincies and new worshipping communities so that every community has a vibrant Christian presence.

Our four diocesan priorities are:

1. Becoming more like Christ
2. Reaching people we currently don't
3. Growing churches of missionary disciples
4. Transforming our structures and finances

Deaneries and their leadership teams are key partners in this work. We are committed to developing sustainable models of ministry supported by strong lay and ordained leadership and shaped by realistic financial planning.

Our Financial Approach

The Diocese of York is funded primarily through parish giving into the Common Fund, contributed through a Free Will Offer (FWO). Unlike dioceses that allocate a fixed "Parish Share," our approach allows parishes to discern their own level of giving.

We provide:

- Information about the cost of a parish's ministry
- Their share of pooled diocesan costs (Total Cost of Ministry)
- Low Income Community Fund allocations where applicable

Parishes are encouraged to meet, or work towards meeting, the full cost of their ministry, enabling a sustainable future for our mission.

Primary Purpose of the Role

This is a significant and outward-facing role at the heart of diocesan life. The Parish Giving Development Officer leads the Free Will Offer process and supports parishes to strengthen their financial sustainability and to be more generous where possible to help support those who are not in a position to do so.

Working closely with clergy, treasurers and parish officers, you will:

- Develop an informed understanding of parish finances
- Co-create realistic plans that help parishes grow their capacity
- Build confidence, knowledge and transparency around diocesan funding
- Foster mutually supportive relationships between parishes and the diocese

You will lead a proactive strategy to deepen understanding of what the Free Will Offer supports and help nurture a culture of generosity rooted in shared mission.

Key factors that influence generous Free Will Offers include:

- Strong communication and listening
- Targeted support
- Transparency in diocesan finances
- Trusting relationships
- A clear understanding of the Common Fund

Your leadership in these areas will be central to success.

Main Duties and Responsibilities

Building relationships and facilitating budget meetings

- Build trusting, constructive relationships with treasurers and parish officers.
- Coordinate supportive three-yearly budget meetings with every parish.
- Acknowledge and celebrate contributions to the Common Fund.
- Develop mutual understanding of financial contexts and challenges across the diocese.

Planning and financial understanding

- Work with parishes to develop three-year Free Will Offer plans.
- Identify support needs and understand local financial strengths, challenges, and aspirations.

Co-ordination with diocesan teams

- Collaborate with Finance, Episcopal Area teams and Deanery Leadership Teams to prioritise meetings.
- Manage the scheduling, administration and preparation of materials for meetings.
- Liaise with diocesan and parish staff to ensure high-quality support.

Support and follow-up

- Ensure that identified needs feed into parish development plans.
- Broker support from diocesan teams where parishes face challenges.

- Monitor FWO pledges against plans, initiating constructive conversations where needed.
- Review monthly payment patterns and identify emerging financial pressures.

Communication and engagement

- Work with diocesan colleagues to communicate the importance of the Free Will Offer and the wider diocesan vision.
- Build understanding of diocesan finances among clergy, treasurers and churchwardens.

Resources, training and development

- Promote helpful tools and resources for parish financial management.
- Stay informed about good practice in stewardship and generosity.
- Support training and development opportunities in collaboration with Generous Giving and Finance teams.

Monitoring and reporting

- Evaluate and report on the impact of the role, particularly in increasing overall Free Will Offer contributions.

Key Relationships

- York Diocese Leadership Team (YDLT)
- Generous Giving Team colleagues
- Deanery Leadership Teams (including Deanery Financial Advisers)
- Parish clergy and Parish officers: Church Wardens and Church Treasurers
- Other Diocesan Teams
- Regional and National Colleagues

Please note that this job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Experience	<p>Experience of successfully delivering projects.</p> <p>Experience of developing project plans, monitoring progress against these and taking appropriate action to adapt where necessary.</p> <p>Experience of working with financial data to prepare clear and concise information.</p>	Relevant experience in Parish finances.
Qualifications and Training	Educated to A level with pass at 5 (C) or above in GCSE English and Maths; or equivalent workplace experience.	
Skills and Abilities	<p>Good grasp of the concepts of Christian giving.</p> <p>Excellent communication and presentation skills.</p> <p>Ability to understand and interpret financial information.</p> <p>Ability to negotiate with empathy and understanding.</p> <p>Ability to manage a varied workload with competing demands and prioritise appropriately.</p> <p>Good level of IT literacy including MS Office 365.</p> <p>Good administration and organisational skills, being able to coordinate, schedule and communicate meetings with different stakeholders and to keep appropriate records with due regard to GDPR.</p>	<p>Understanding of fundraising, including Gift Aid and tax efficient planned giving as well as raising funds from trusts and foundations.</p> <p>Understanding the challenges facing local churches.</p> <p>Working knowledge of the Church of England, its structures and the different church traditions.</p>
Personal Qualities	Ability to relate to people across the whole social spectrum and put them at their ease.	

	<p>Ability to engender trust and demonstrate tact and diplomacy whilst maintaining confidentiality.</p> <p>Flexible, adaptable, approachable and supportive.</p> <p>Ability to empathise and challenge behaviours or perceptions with tact and diplomacy to achieve desired outcome.</p> <p>Have the resilience and diplomacy skills to be able hold difficult conversations and work with resistance</p>	
Circumstances	<p>Empathy with the Christian faith and a commitment to applying your professional knowledge with personal integrity to support the ministry and mission of the Diocese.</p> <p>Able to work flexibly within the requirements of the role, including being willing to attend meetings outside office hours (evenings and occasional weekends) and the ability to travel independently within the Diocese.</p>	A practising Christian.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Deputy Diocesan Secretary
Contract Term	This is a fixed-term appointment for three years in the first instance.
Probationary Period	Appointments are subject to a 6-month probationary period for staff new to the organisation.
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible /hybrid working options are available).
Hours	The post is full-time. The post holder will be required, from time to time, to attend meetings outside normal working hours.
Salary	Starting salary will be £34,311.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year .
Mileage	A mileage allowance will be paid in respect of qualifying journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles). A copy of the expenses policy is available on request.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care, pension salary sacrifice, and cycle to work schemes as well as other wellbeing offers.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and/or mediation if required.