



DIOCESAN BOARD OF FINANCE JOB PROFILE

JOB TITLE:	Stewardship Officer (three-year fixed term)
HOURS OF WORK:	Full-time: 35 hours per week
SALARY SCALE:	£31,976 - £37,063
ACCOUNTABLE TO:	Senior Stewardship Officer
KEY RELATIONSHIPS:	Church House SLT Stewardship Team Other Diocesan Teams Archdeacons Incumbents Treasurers

BACKGROUND

The Diocese of Leeds covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. This is one of the largest dioceses in England and its creation in 2014 was unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400. The Diocese has around 600 church buildings in 450 parishes and 236 Church of England schools and academies.

The Diocese has an exciting strategy of 'Confident Christians, Growing Churches, Transforming Communities', which is the focus of our work as we move forwards. In delivering the diocesan vision, we are focusing on Encouraging Confidence as a simple way of defining our purpose. In order to achieve this, we need to ensure parishes have the resources (financial and other) to do all that is required to see that vision become a reality. Part of this includes recognising and understanding the importance of Parish Share. The Stewardship and Income Generation team play a key role in helping Parishes remain financially sustainable and are able to contribute to the Parish Share system.

This September we are introducing our new Parish Share Agreement process which will see increased engagement between parishes and the Stewardship team over the next few years. We are therefore looking to appoint an additional Stewardship Officer to the team to ensure our high levels of parish and clergy support are maintained.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

JOB PURPOSE

- To increase the profile and levels of giving and generosity by sharing stories of generosity and abundance.
- To give our people in our parishes the confidence and ability to generate income for themselves by offering resources and support.
- To be part of service that is respected and valued for its contribution to increasing overall Diocesan income.

KEY RESPONSIBILITIES

Encouraging Generous Giving

As part of the Stewardship Team, to continue to build a culture of generous giving in the Diocese by:

- Inspiring giving and strengthening discipleship by encouraging the recognition of the principles underpinning Christian giving.
- Speaking on Christian giving and generosity in parishes and deaneries in training sessions (online and in person), worship, and other gatherings.
- Offering training and support for new methods of giving (e.g. online giving, contactless giving, the Parish Giving Scheme) as well as encouraging good practice in key areas such as legacies.
- Developing training programmes and resources in partnership with other Diocesan Teams and the National Giving Team.
- Working proactively with a breadth of parishes, (reflecting our demographic, economic and ethnic diversity), to help them develop effective and creative giving practices and to support treasurers with their role.
- Responding to invitations from parishes to talk about church financial matters, generosity, giving and gratitude and communicating ideas for building a generous church thereby improving their financial stability.
- Promoting online and digital giving widely and assisting parishes with implementation.

Other activities:

- To advise and signpost parishes to good practice and resources, accounting and budgeting support and funding sources for specific projects, including working closely with colleagues across other departments.
- Working with colleagues to help parishes identify grant funding opportunities.
- Promoting National Stewardship initiatives.
- Assist with the delivery of the Parish Share Agreement process as required.
- Working with the Parish Support Accountant to advise parishes on aspects of book-keeping, accounting, gift aid, treasurer responsibilities and charity law.
- To maintain external links with the Regional and National Stewardship Network and other organisations.
- Keeping the website updated with key Stewardship information.

Communication, training and support

- To build good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.
- To advise and signpost parishes to good practice and resources, accounting and budgeting support and funding sources for specific projects, including working closely with colleagues across other departments.
- To maintain external links with the Regional and National Stewardship Network and other organisations.

KEY ANTICIPATED ROLE OUTCOMES

Principally, the person in this role will assist with ensuring that key messages about generosity and giving are heard by Clergy, and other church leaders and they themselves are equipped with the knowledge and skills to communicate to their communities and embed and activate generosity in their church plans. With gradual experience this person will also help to assist with the delivery of the Parish Share Agreement process.

ANY OTHER DUTIES

The post holder will be required to work occasional evenings and weekends as required. 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 and responsibilities appropriate and commensurate to the post.

Person Specification

Experience and qualifications	
The ability to communicate in a clear and lively manner both in writing and verbally	Essential
Experience of successfully delivering projects	Essential
Experience of working with volunteers	Essential
Experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences	Essential
Experience in a Christian Stewardship and /or Fundraising role	Desirable
Graduate, a degree or equivalent level of education	Desirable
Experience in seeking and applying for funding from grant making bodies	Desirable
Experience in book-keeping, accounting, treasurer responsibilities and charity law	Desirable

Skills/Aptitudes	
An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to teach others	Essential
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the Diocese regardless of their church traditions	Essential
Excellent IT competency in Word, PowerPoint and Excel	Essential
Highly organised, able to work to tight deadlines and manage conflicting priorities	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
An understanding of diversity and cross-cultural dynamics	Essential
Ability to maintain a high level of confidentiality	Essential
A willingness and ability to work evenings and weekends as required	Essential
A car driver, or able to travel to all parishes within the Diocese	Essential
An understanding of the challenges facing local churches	Desirable
An understanding of the range of digital giving technologies available to churches	Desirable

Character and personal qualities	
A desire to serve churches in the Diocese of Leeds with a passion for resourcing mission and ministry, enabling spiritual and numerical growth.	Essential
Have a clear customer-focused outlook	Essential
Being an active worshipping member of the Church of England or a church in communion with it	Essential
The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts	Essential
Be self-motivated, with the ability to work well both independently and as part of a team	Essential