

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	Fundraising Adviser
<b>Department:</b>	Church Buildings and Pastoral Reorganisation
<b>Reports to:</b>	Senior Church Buildings and Pastoral Reorganisation Officer
<b>Key working relationships</b>	Church Buildings Team Parish Support Team Archdeacons Diocesan Advisory Committee (DAC) Parishes in the Diocese of Chichester External grant making bodies such as the Heritage Lottery Fund, Church Buildings Council, the National Churches Trust and the Sussex Historic Churches Trust
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **1.0 Main purpose of job**

- 1.1. The Fundraising Adviser will act as an adviser to parishes in relation to fundraising for capital projects, by assisting parishes in identifying possible sources of funding and supporting them in making successful applications.
- 1.2. The post-holder will work closely with the Church Buildings team, Archdeacons and Parish Support team to ensure that projects are well-planned and that parishes receive the advice and permissions needed.
- 1.3. The post-holder will also have a wider remit in encouraging parishes to develop their church buildings and expand their use in appropriate ways, making them more sustainable for the future.
- 1.4. This role will also involve communicating with parishes in relation to fundraising news and deadlines and organising and delivering training events and workshops.

## **2.0 Principal duties**

- 2.1 Provide advice to parishes and deaneries in relation to fundraising for church building projects.
- 2.2 Assist parishes in identifying possible sources of funding and advise on making applications.
- 2.3 Maintain the database of grant making organisations.
- 2.4 Advise parishes and other bodies and groups on fundraising strategy.
- 2.5 Work closely with other members of the Church Buildings team, Parish Support team, and Archdeacons and attend monthly DAC site visits and meetings in order to provide advice on fundraising for specific church building projects.
- 2.6 Liaise with the Parish Advisers for Finance, Governance and Stewardship and advise PCCs on generating income from buildings in appropriate ways.
- 2.13 Liaise with the Parish Advisers for Finance, Governance and Strategy and the Net Zero team to ensure that parishes receive appropriate advice and encouragement to make their buildings fit for purpose and sustainable for the future, through the provision of facilities, and provision of energy efficient heating and lighting.
- 2.7 Build and maintain relationships with relevant grant-making and professional bodies, including the Heritage Lottery Fund, Church Buildings Council, the National Churches Trust and the Sussex Historic Churches Trust.
- 2.16 Communicate fundraising news and deadlines, by updating content on the diocesan website and preparing fundraising content for the diocesan magazine and emails to parishes.
- 2.17 Assist with communications in relation to general church buildings news
- 2.15 Organise and deliver training events on fundraising and the care of church buildings.
- 2.18 Attend the annual DAC Conference and other relevant conferences and training days as appropriate.

## **3.0 General responsibilities**

- 3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2 The post holder is required to:
  - support the ethos, aims and objectives of the Church of England and the diocese;

- keep up to date with developments in their area of work;
- participate in the performance management process;
- engage in training and continuous professional development activities.

3.3 The post holder may be required to travel across the diocese and (occasionally) to meetings outside the Diocese.

3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

3.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

3.6 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

**Review Date:** January 2026

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:** January 2027

### **Terms and Conditions**

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by two months' notice on either side.

**Contract:** 4 years fixed term contract

**Salary:** The post is offered at £38,600 per annum.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

**Travel and evening work:** The post will involve some travel around the Diocese and evening work and occasional work at weekends.

## PERSON SPECIFICATION

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	A relevant degree or equivalent experience	✓	
	An understanding of the historic built environment and planning building projects	✓	
	Experience of working in an advisory role and with volunteers	✓	
	Previous success in raising funds for church building projects		✓
	Experience of National Lottery Heritage Fund applications		✓
	Experience of offering feedback on funding applications		✓
	Previous experience of working in a church environment		✓
	Familiarity with the Faculty Jurisdiction Rules 2015 and Ecclesiastical Jurisdiction Measure 1991		✓
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities</b>	Knowledge of grant-making organisations	✓	
	Expertise in identifying sources of funding for capital projects	✓	
	Ability to interpret legislation relating to Church Buildings	✓	

	An understanding of Church of England structures, faculty jurisdiction, and parish finances	✓	
	Excellent administrative and IT skills	✓	
	Strong oral and written communication skills	✓	
	Excellent interpersonal skills	✓	
	Ability to work collaboratively within a team and build and maintain relationships with key stakeholders	✓	
	High level of organisation and ability to manage own workload	✓	
<b>Personal qualities</b>	Proactive, creative and enthusiastic	✓	
	In sympathy with the aims and mission of the Church of England	✓	
	Full driving license and access to car		✓