ROLE DESCRIPTOR

PART 1

JOB TITLE: Giving Advisor (full time or part time)	
REPORTS TO: Head of Local Ministry Finance & Stewardship	
DEPARTMENT : Finance	SALARY: £31,795 FTE per annum

PURPOSE OF ROLE :

This post exists to support churches and the Diocese to resource their mission effectively and to be financially sustainable.

It will focus on encouraging and enabling churches in the teaching and practice of Christian Giving in its fullest sense, with particular reference to discipleship, building cultures of generosity within churches and the use of money, time and talents.

It will also involve an element of project work associated with giving and parish finances to explore and develop new income streams and processes, such as, encouraging the take up of contactless giving, the Parish Giving Scheme and legacy giving.

The role is intended to have a positive impact on churches' financial giving through the 'Ministry Offer', thereby enabling the Diocesan Board of Finance to resource local mission and ministry.

KEY ACCOUNTABILITIES :

- Promote and enable teaching and training on giving as a key responsibility of discipleship.
- Support local churches in developing giving campaigns aimed at increasing regular giving to the church. These may be aimed at church members and/or the wider community.
- Produce giving resources, both for the Diocese and on behalf of local churches.
- Provide training to PCCs (church trustees) on topics such as how to develop a giving campaign, legacies, digital giving and the Parish Giving Scheme.
- Support churches with digital giving, including contactless giving and QR codes (training provided in these areas).
- Keep up to date with best practice, especially through the National Church Giving Advisor Network.
- Run events aimed at engaging or training the local church.
- Work collaboratively with colleagues in the Diocesan team.
- Provide administrative and project support to the Head of Local Ministry Finance & Stewardship.

FINANCIAL IMPACT (How much and for what) DIRECT: Increased giving to local churches. INDIRECT: NUMBER OF DIRECT REPORTS : 0	NETWORK (Key people with whom the role liaises and for what purpose) INTERNAL : Head of Local Ministry Finance & Stewardship; Finance department; Archdeacons; Mission, ministry support and innovation team EXTERNAL : clergy, local churches and church leaders/officers, national and regional giving advisor networks. NOMINATED DEPUTY (where applicable):N/A
Authorised by Line Manager: Date:	
This Role Descriptor and associated statements have been fully explained to me. I understand and accept its content and my responsibilities.	
Signature of post holder: Date:	
Signature of deputy (where applicable) Date:	

PERSON SPECIFICATION PART 2

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Technical Skills & Qualifications	
Microsoft office:- Outlook, Excel, Word, PowerPoint, TEAMs and Zoom. Full driving licence.	Experience of using 'canva' Experience of using/managing databases
Knowledge and Experience	
An understanding and experience of giving and discipleship and how the two fit together. Demonstratable ability to communicate ideas to create change. An engaging, inspiring and persuasive public speaker. An ability to develop and deliver engaging, inspiring and persuasive written communications. An ability to plan, design and lead training sessions aimed at a variety of different levels. Sympathy with the ethos and values of the Church of England Excellent organisational and administrations skills Good telephone manner	Experience of fundraising. An understanding of the challenges facing local churches Experience of preaching or public speaking. Have the ability to empathise and also to challenge behaviours or perceptions appropriately. A practical understanding of church/small charity finances. Experience of running events. A sound working knowledge of the culture and structure of the Church of England, especially related to giving
BEHAVIOURAL COMPETENCE Persuasive and inspiring Sound and prudent judgement Confident Interpersonal skills Diplomacy and discretion Able and willing to work evenings on a regular basis Able and willing to work on Sundays occasionally, contributing to Sunday worship Able and willing to travel across the Diocese.	

Benefits	
Basis of Appointment	35 hours a week (other hours/flexible patterns of work may be negotiated) Attendance at a small number of evening commitments may be required
Salary	£31,795 full time equivalent
Pension	Non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	Mileage paid at 55ppm
Office provision	Church House, Penrith with scope for hybrid working
Working Expenses	Fully funded Laptop and smart phone provided
Other benefits	34 days annual leave including bank holidays Comprehensive Occupational Health support