



RECRUITMENT PACK

GENEROUS GIVING ADVISOR



DIOCESE OF TRURO

DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

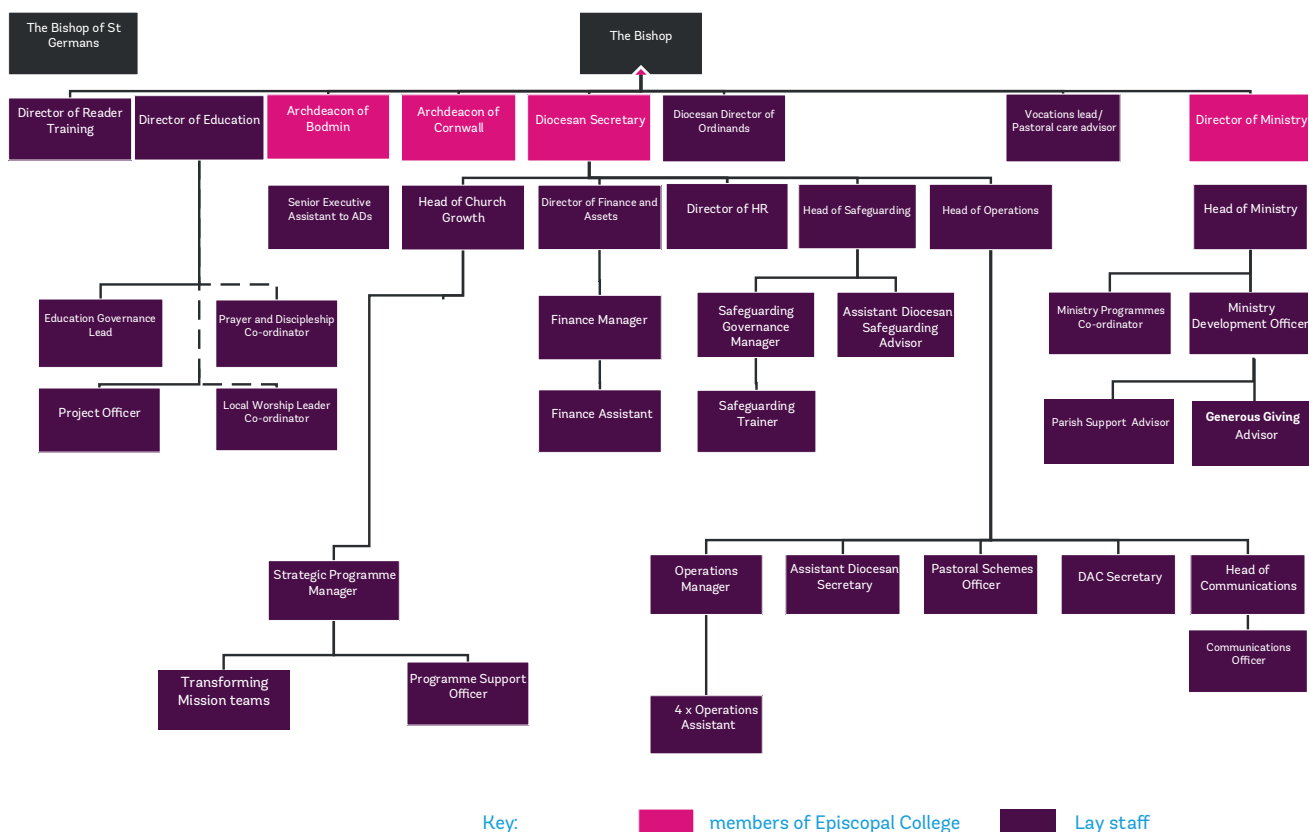
1. ABOUT US

The Diocese of Truro includes over 300 churches in more than 200 parishes across the whole of Cornwall (plus two in Devon) and the Isles of Scilly, an area of 1,370 sq miles. The diocese is divided into 12 deaneries ([see map here](#)) split into two archdeaconaries. The 16th Bishop of Truro is the Rt Revd Philip Mounstephen who took up his seat in Truro Cathedral in January 2019.

Although we are a 'young' diocese, formed on 15 December 1876 from the Archdeaconry of Cornwall in the Diocese of Exeter, the Christian faith has been alive here since at least the 4th century AD – more than 100 years before there was an Archbishop of Canterbury, and that history is palpable wherever you go in the county. Combined with our rich industrial, fishing, farming, and cultural heritage, and our beautiful landscape and coast this is truly a spiritual and inspiring place to live and work.

Numbers of stipendiary clergy have fallen gradually over many decades and we know that there is a need for radical change in the model of ministry. We have few single church benefices and sustainability in the future requires that we introduce effective ways of deploying our resources in new ways. Lay ministry is an important focus of development, and although we still have over 100 stipendiary and nonstipendiary priests, Local Worship Leaders, Readers and Local Pastoral Ministers account for about 75% of those engaged in a ministry role of some form in the Diocese.

We employ, through the Truro Diocese Board of Finance, about 40 staff, most of whom who are shown in the structure chart below. Others are employed as part of our [Transforming Mission](#) programme at Camborne and Falmouth.



2. ROLE DESCRIPTION

Generous Giving Advisor

Job Description

Job Title:	Generous Giving Advisor
Standard Working Hours:	35 hours per week (flexible working and part-time considered)
Salary:	£28,000- 32,000 depending on experience
Location:	Home working and Church House, Threemilestone
Responsible to:	Head of Ministry
This role is supported by:	The National Giving Strategy team and Regional Advisor Dedicated administrative support

Key purpose of the Role:

The post holder is responsible for the delivery of the Diocese of Truro's Giving strategy including the National Giving Strategy across the Diocese, providing guidance, support and training to parishes and clergy to encourage giving.

DBS Check required?	No
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Key Relationships:	Diocesan Secretary Rural Deans, Treasurers, Parochial Church Councils (PCCs) & Clergy
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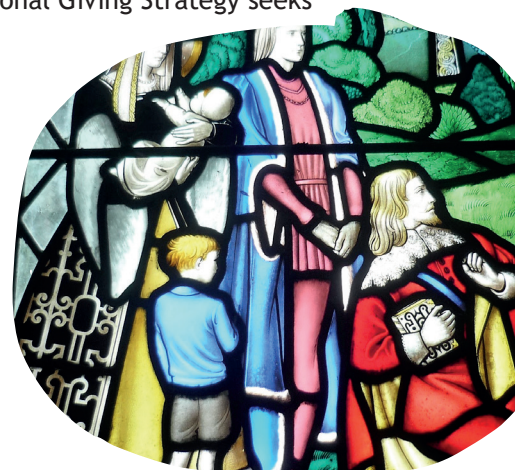
BACKGROUND

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly to "Discovering God's Kingdom, Growing the Church".

The Generous Giving Advisor sits within the Parish Facing Support Service (part of the Ministry team), which supports parishes in, among other things, the practical aspects of Christian discipleship, especially the use of their time, skills, financial income and environmental stewardship.

The Advisor will implement the National Giving Strategy and will support the development and implementation of the Diocesan Giving Strategy across the Diocese. The National Giving Strategy seeks to 'build a generous church' and has three key priorities:

1. To improve the quantity and quality of giving advisor support for churches
2. To embed contactless and online giving within 80% of parishes by 2025
3. To improve support, guidance and training for clergy, parishes and dioceses



Main Duties

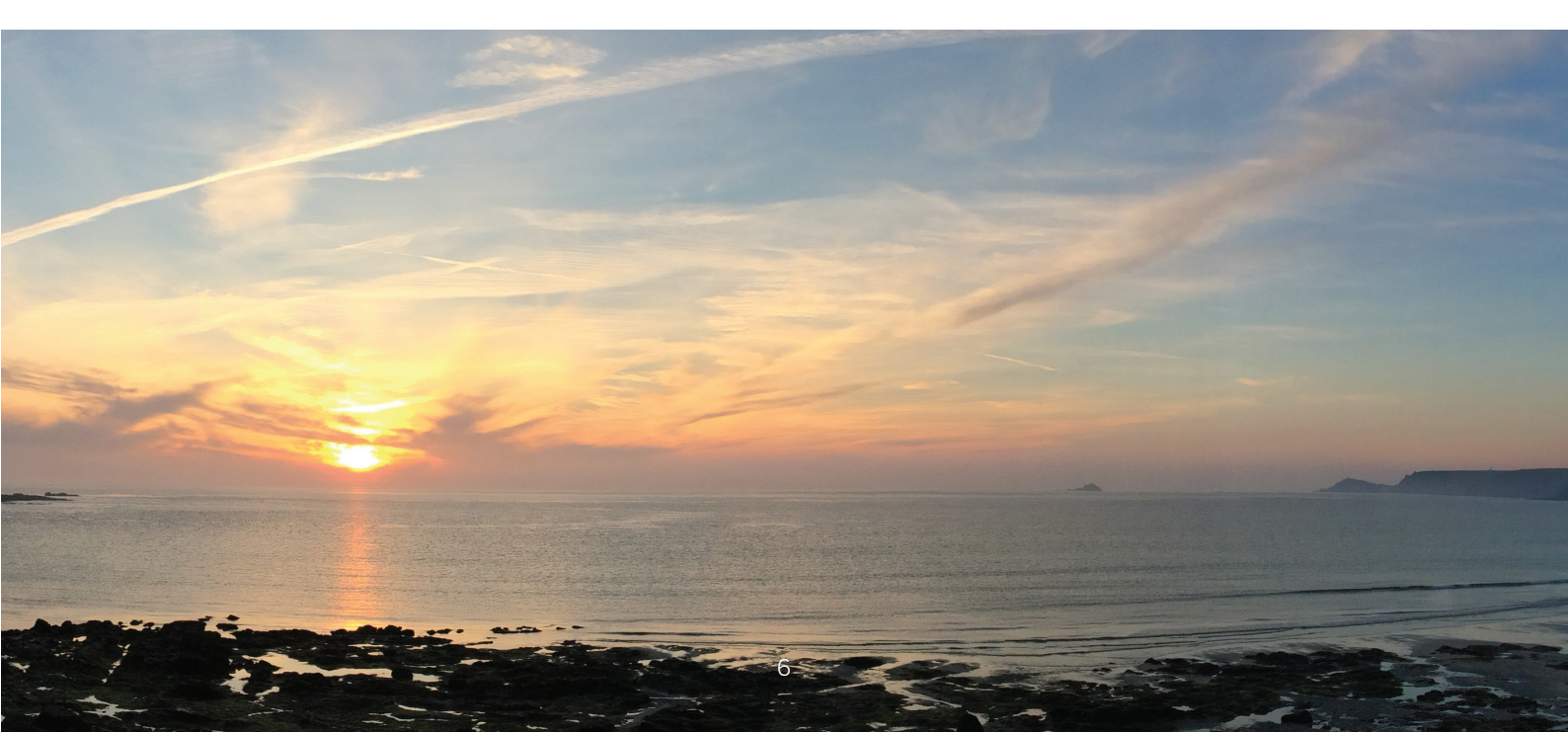
1. Delivery of strategy and planning

To work proactively to develop fruitful relationships with parishes and deaneries to deliver a plan to achieve the Diocese of Truro's Generous Giving Strategy and objectives at parish, deanery and diocesan level, within 10 years, by:

- Working with Rural Deans, other deanery finance officers, parish clergy, treasurers and PCCs to facilitate the development and implementation of Generous Giving initiatives at deanery and parish level;
- Encouraging and enabling 'intentional discipleship' at deanery and parish level, with the aim of creating a culture of generosity built on strong theological foundations;
- Developing, using the National Giving Strategy resources, and delivering a "Generosity Toolkit" of resources to enable parishes to be more financially sustainable;
- Identifying local need for additional support to church officers at the Parish level; identifying and equipping volunteer roles such as treasurers and giving officers at deanery and parish levels.

2. Promoting generous giving

- To promote, and facilitate sessions, to develop a congregation's understanding as to how mission and the role of the church in our communities can be supported through generous giving and to provide support for parishes wishing to carry out a giving or similar campaign or reviews;
- To develop resources which support Priests in their need to teach on related discipleship and stewardship themes;
- To promote a deeper understanding of the principles of Christian stewardship in all its aspects;
- To provide workshops at deanery and parish level using the Generosity Toolkit;
- To work with Ministry team colleagues to identify opportunities to include generosity in clergy, reader and lay ministry training;
- To develop good practices in the growth and stewardship of parish resources, including caring for the environment;
- To actively seek opportunities to visit and present to parishes and deaneries;
- To provide or facilitate training on Christian attitudes to money, and available resources particularly the Parish Giving Scheme;
- To encourage parishes to adopt a legacy policy through appropriate materials (CofE legacy packs and website etc).



3. Promotion and Advice on planned giving

- To encourage the promotion of planned giving and the maximisation of Gift Aid within the parishes of the diocese through the provision of resources, initiatives and appropriate training for treasurers and planned giving officers;
 - Promoting and providing advice and support on the various contactless and online giving systems with support from the national giving team;
 - To provide advice and support for parishes considering or actively engaging with the Parish Giving Scheme and to maximise the use of, and benefit of this membership at parish level, including development of the community-wide PGS model.
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4. HEALTH & SAFETY

- Adhere to the Diocese of Truro health and safety policy and procedure as well as any other related laws ;
 - Do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.
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5. SAFEGUARDING

- Champion, and adhere to, the Diocese of Truro's safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with own safeguarding training at the level appropriate to the role.
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6. OTHER

- To undertake other duties, as may be required from time to time
 - To undertake relevant training required to best carry out the role, if required.
 - This role will require the post-holder to travel extensively across the diocese to conduct meetings, and to deliver presentations, talks and training at times which fit in with the needs of parishes. It is important that the post-holder is able to be flexible with their time as their working hours will include evenings and weekends, with time off in lieu during 'normal' working hours.
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This job description is a summary of the key areas of responsibility. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.



3. PERSON SPECIFICATION

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010 because of its representational role within the Diocese.

Person Specification	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Relevant professional or theological qualification.
Experience	<ul style="list-style-type: none">• Previous experience of working in a missional, individual giving or stewardship role.• Experience of working with groups seeking to increase income (e.g. grant applications, community engagement, giving or enterprise).	<ul style="list-style-type: none">• Experience of working with clergy and parish officers.• Experience of working with statistical data and producing reports.• Experience of working with charities, faith organisations or groups, or with communities on faith-based projects
Knowledge	<ul style="list-style-type: none">• Understanding of mission and growing the church.• Knowledge of approaches to build collaboration and build capacity.• Theological knowledge.	<ul style="list-style-type: none">• Understanding of how the Parish Giving Scheme works.• Understanding of how Gift Aid works.• Understanding of legacy policy.• Knowledge of stewardship and tools for giving.• General understanding of how the Church of England is structured
Skills	<ul style="list-style-type: none">• Excellent 'people' skills; able to quickly establish credibility and respect and build strong working relationships• Ability to use theology to underpin stewardship• Ability to persuade, lead, coach, inspire, support & motivate others• Flexible and adaptable; able to identify opportunities and potential solutions in a variety of contexts• Effective communicator in writing and verbally, confident in giving effective presentations	

	<ul style="list-style-type: none"> • Confident in, and able to use all usual office IT systems • Able to manipulate and analyse financial and statistical data to achieve role objectives and report effectively • Effective judgement and problem solving skills • Excellent time management skills 	
Behaviours	<ul style="list-style-type: none"> • Self-motivated and pro-active • Approachable and positive • Reliable 	
Personal	<ul style="list-style-type: none"> • A living commitment to follow Jesus Christ • Comfortable talking about Christian faith • Strong personal code of ethics, integrity, diversity and trust • Willing and able to travel across the diocese. • Willing and able to work some evenings and occasional weekends 	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

4. HOW TO APPLY

To apply please follow the application process [here](#). Deadline for applications is 5pm 30th November with online interviews to be held on Monday 14th December.

We look forward to receiving your application!





GET IN CONTACT

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