



head of church and charity lending

job description and organisational overview



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job overview

Post:	Head of Church and Charity Lending
Location:	1 Lamb's Passage, London, EC1Y 8AB
Salary:	£60,000 p.a. Full-time hours
Closing date:	Tuesday 29th October

background

In the autumn of 1906, eleven Christians gathered around a table to witness the birth of the United Kingdom Evangelization Trust (UKET). Progressive for its time, UKET's primary function was to hold in trust resources generously given by its members for Christian based philanthropy.

Fast forward 113 years and Stewardship remains a progressive pioneer of Christian generosity; receiving, investing and releasing over £70 million of charitable giving each year.

But we're just getting started.

The need for what we do has never been greater - churches, charities and ministries are losing valuable time to increasingly complex legal and financial compliance. The opportunities for mission and ministry have never been greater, but those called to this important work are under financed, under resourced and burning out. And for all Christians, called to live and give generously, the pressures of modern life and confusion over how to give well, is restricting an abundant outpouring of generosity.

So, right now, we're redoubling our efforts and embarking on our most ambitious growth programme to date, to help radically and generously resource God's kingdom for the 21st Century. We're investing in technology to grow our Christian giving platform, creating a marketplace where those wishing to give can meet those in need of funds; we're increasing the support we provide to church plants, fast growing churches and Christian charities to develop strong and biblically sound approaches to their finances and governance.

And we're growing a team of passionate believers in Jesus, who want to make this happen.



mission, vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

Our mission is **transforming generosity**:

We make giving easy and help over 25,000 individuals to give around £75 million each year, to our database of over 19,000 charitable causes. We help people organise all of their charitable giving from the first gift to the last, any amount at any age, using their Stewardship giving account. We are also a Payroll Giving agent and our online fundraising website, give.net, helps hundreds of causes raise more money each year.

We inspire greater generosity from the Christian community too, through our wealth of resources, courses and campaigns for individuals and churches alike. We challenge and provoke the church to teach more effectively on generosity. Our own generosity campaigns and resources, including the award-winning 40acts, attract thousands each year.

We strengthen Christian causes too, by offering practical, tailored financial and legal support to help Churches and Christian charities to transform the world. We offer a range of professional, legal and financial support services to churches, charities and individuals.

At our core, as believers in Jesus Christ, are the biblical values of:

Generosity Integrity Relationship Excellence

Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

- Active membership of local church congregation.
- Undergone course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues and clients, where appropriate



job description

Overview

Stewardship is a lender with a difference! A charity ourselves, we provide a range of services to the Christian community. Born out of our depth of understanding of both 'church' and 'charity', we provide tailored loan solutions to our borrowers.

We now seek a Head of Church and Charity Lending to lead the team and to drive our ambitious growth plans. Our loan book currently stands at £20m but we see an increasing need for loans within the Christian charity sector. Our lending supports purchases of church property, refurbishments, new construction and even the provision of new or additional office space. The majority of our loans are back by security over a property.

Your role is to lead the Church and Charity Lending team with a primary focus on the financial assessment / underwriting of loan applications in an exciting environment, as we partner with our borrowers to help them realise their vision, faith and journey through a variety of projects.

Main responsibilities:

1. Carry out a financial and commercial assessment of loan applications, raising appropriate queries with the applicant and resolving these in order to prepare a Loan Proposal for approval in line with Stewardship's authorisation policy. You will ensure affordability and good security in order to protect Stewardship's interests. This will include critical review and assessment of the applicant's accounting information, costings, plans, forecasts etc. as appropriate as well as consideration of other reports such as professional valuations, survey reports etc. so far as these affect your Loan Proposal.
2. Lead the loans team, which encompasses a commercial property lawyer and a part time financial assessor. The team also has expert advice on loan products, charity law and taxation from our Technical and Advocacy Director, who has spent many years providing loan products to churches and Christian charities.
3. Ensure that you understand our loan products, how they are priced and the parameters that we lend under.
4. Work alongside Stewardship's Growth and Community team to follow up on leads generated by them, and to keep them apprised of leads generated from within the loans team.
5. Adopt a holistic Christian approach to your assessment work. For example:
 - a. Evaluating the applicant's vision, faith and journey. Whilst Stewardship's interests are primarily protected by the security taken on the property, we also take into account our mission of advancing God's Kingdom. This may lead us to take extra steps to explore how we can help facilitate a successful loan application.
 - b. Considering wider issues. For example, with the assistance of the Technical and Advocacy Director, to consider any VAT and direct tax impacts on the proposed



project, in the context of charity tax rules and reliefs, for the benefit of both the applicant and Stewardship.

6. Contribute to ongoing innovation in product offerings, strategy and improving the service we offer our clients.
7. Reporting of Stewardship loan book to the Leadership team and Trustees including client leads and delivery of services as we drive for growth, regular post completion review of our loan book and pricing of our loan products.
8. Stewardship and Kingdom Bank. Subject to the approval of the PRA and FCA , Stewardship, together with a group of Christian philanthropists, has agreed to acquire Kingdom Bank from its current owner, Assemblies of God Property Trust (AOGPT). Going forward this will be an important partnership for Stewardship and the Head of Church and Charity Lending will work with the Kingdom Bank lending team as we grow and expand both services.
9. Systems and processes. Ensure the loans team systems and processes provide an efficient and timely service to our clients. These processes should also ensure and track compliance for Stewardship, with appropriate legislation.
10. As part of the Extended Leadership Team of Stewardship contribute to our vision, mission and the delivery of our strategic plan.

Person Specification:

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team, complimenting and extending our scope of service.

Essential

You possess:

- formal experience of lending and assessing affordability to cover loan repayments.
- a commercial outlook, but combining conventional client affordability measures with an understanding of church finances and the missional impact of the application. For example, unlike most commercial lenders, Stewardship will take into account church members' pledges of future donations (on a risk assessed basis).
- a good understanding of charity finance issues and Biblical principles of money.
- an enquiring mind and understanding of implications that leads you into enquiry and analysis, but also understand the relevance of prioritising what is important.
- an ability to drill down into detail when necessary and appropriate but without losing sight of the big picture.
- an ability to think for yourself and make well thought through decisions and proposals.
- an ability to quickly understand the values that underpin good financial stewardship in an organisation.
- a commitment to deadlines, are able to plan and prioritise work and manage and motivate the members of the team that you may supervise or work alongside.



- good and demonstrable experience of working with MS Excel including use of functions, together with experience of working with MS Word.
- good written and verbal communication skills, and are able to make the complex simple and easy to understand.
- the ability to see issues through the eyes of others and work with those that are serving in areas in which they are not naturally skilled.
- a servant approach and are a collaborative worker; able to roll up your sleeves and muck in with the rest of the team.
- A 'can do' attitude.

Desirable

- A formal financial qualification or experience in a commercial lending environment. Experience of complex loans including cross guarantees, warranties and properties under construction would be an advantage.
- It will be a distinct advantage to have already had experience in church finances and to be comfortable with working with Christian church leaders and charity trustees.
- A strong desire to serve the church.
- A willingness to pray with applicants or borrower's staff from time to time.

Your Experience

We are believers in investing in talent and potential; however, for the best chance of success, experience and skills in most of the following will stand you in good stead.

- Experience of undertaking discreet items of work, in a lending environment or a financial services team.
- Experience of financial assessment of lending applications.
- Experience of working with charities accounts.
- Experience in analysing accounts and financial data from which to draw conclusions on affordability.
- Experience in exercising professional judgement and able to give tactful and relevant advice based on sound knowledge and knowing the limits of your knowledge.
- Experience of working with Christian church leaders and trustees on finance issues.
- Expert with computer systems including advanced use of Excel and Word.
- Working experience of Charity income and taxes.
- Able to provide clear and concise technical advice by phone, in writing and in meetings.



working for us

Working Hours:

This position is a full-time post. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work on a flexi-time basis between 8.30am and 6pm in accordance with the needs of the organisation. Other flexible working arrangements will be considered.

Offices:

Our main office is at 1 Lamb's Passage, Moorgate, London, EC1Y 8AB. We are planning to move the Church and Charity Lending Team to new offices in Bunhill Row one street away from the main office, in January 2020. You will work mainly in the new office but with meetings in both offices.

Annual leave:

25 days (plus 2 additional discretionary days at Christmas).

Company benefits:

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme (applicable after 3 months service). A salary sacrifice scheme for personal contributions is also available.

Other benefits are available including childcare vouchers, subsidised gym membership, a matching scheme for charitable giving, and we always remain open to ways we can look after staff and create an environment where people want to work.

More details on staff benefits can be found at <https://www.stewardship.org.uk/about-us/working-for-us>



application process

Please complete our standard application form, and a copy of your CV, together with an equal opportunities form. If these are not attached to this document, please download from <https://www.stewardship.org.uk/jobs>

Please provide suitable daytime and mobile contact details as well as a confidential email address wherever possible.

Please submit all your paper work electronically to careers@stewardship.org.uk. All correspondence will be acknowledged within 48 hours.

If you do not receive an acknowledgement for all future emails, please presume your email has not been received; you should make contact by phoning 020 8502 5600.

For further information, please contact Helen Thomas, HR Executive.

Address: 1 Lamb's Passage, London, EC1Y 8AB

Telephone: 020 8502 5600 ext. 304

Email: careers@stewardship.org.uk