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| **Job Description** | |  | | |
| **Job Title:** | **Parish Giving Adviser  (Ministry Development)** | | **Department**: | Finance |

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| **Post Reporting To** | |
| First Reporting Manager’s Job Title: | Lead Parish Giving Adviser |

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| **Job Purpose** |  |
| Tobe out 'on the road' (in person and virtually!) to work with all PCC’s, PCC Treasurers, Churchwardens and other key lay-leaders, clergy and Deanery Leadership Teams, to effectively integrate the latest ways to give into the life of their churches; to encourage and enable them to identify key opportunities to do this. This will include regular and effective communication of best and latest practice, new information on product development and benefits, identifying and championing local best practice for others to emulate, and designing and facilitating training within deaneries to equip and inform key local volunteers for the tasks.    In addition the post-holder will work on the shared objectives and tasks of the whole Parish Giving Team | |

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| **Dimensions** |  |
| The specific tasks of this role are to form fruitful working relationships with all clergy, licensed lay ministers, inter-generational missioners and local lay leaders and to encourage and enable them to effectively teach and preach about God’s generous giving; to train them to identify the many and varied opportunities to do this; and to prepare and share with them the high quality resources necessary to fulfil their mission. It is an expectation that the post-holder will work closely with those most involved in ministry training, review and development within the diocese: Archdeacons, Ministry Development Officers (CME, ICME, etc.), Lay Ministry and Mission Development, etc. | |

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| **Accountabilities** |
| In addition the post-holder will work on the shared tasks and priorities for all Generous Giving team members: |
| * Work (with team colleagues) to fulfil the diocesan Generous Giving Strategy aims and objectives * Promote an understanding of the principles of Christian giving and planned and proportionate giving as part of discipleship * Get alongside Clergy, Lay Leaders, Deanery Leadership Teams, benefices and PCC's in all their diversity, equipping and resourcing their best practices for the development and implementation of all giving opportunities and platforms. * Gather and make accessible a range of effective resources or training events that can support and energise engagement with giving in all its forms; * Promote the use of existing and latest resources and toolkits, support local expertise and engage with all available national resources; * Work with Clergy and local leadership teams to:   1. stimulate amongst all church members an exploration of and the development of all available options for giving and their application in a variety of local contexts;   2. ensure their active and on-going participation in the training and support offered   3. ensure regular communication and promotion about all forms of giving * Encourage a ‘can do attitude’ by challenging traditional thinking and celebrating good practice; * Communicate effectively to spread understanding and accurate information about the Diocese’s strategic objectives; * Represent the Diocese of Hereford within the Church of England in relevant networks and events; * Undertake other reasonable duties as required. * Bring ideas, skills and passion in areas we have not yet identified.   Occupational Requirement Given the nature of the role and its central place in promoting and communicating the aims of the Diocese and within the provisions of the Equality Act 2010 there is an Occupational Requirement that the post holder be a committed Christian  **DBS** Given the nature of the role an enhanced DBS check is required. |
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| **Special Features** |  |
| Key Relationships: All parish clergy and officers; Lay Licensed Ministers; Inter-Generational Missioners; Parish Giving Team colleagues; Deanery Leadership Teams, Archdeacons; Ministry Development Team Officers; Mission Development Officer; Support ministers, Diocesan Bishop, Bishop’s Staff Team, Bishop’s Council, Finance Director, Communications Director, Diocesan Board of Finance members, Diocesan Secretary, and regional and national stewardship networks. | |

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| **Organisation Chart** |  |
| Director of Finance  Lead Parish Giving Advisor  Parish Giving Adviser Parish Giving Adviser  (Ministry Development) (Giving Development) | |

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| **Agreed: Job Holder**: |  |
| **Agreed: Line Manager**: |  |
| **Date:** |  |

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| **Person Specification** | |  | | |
| **Job Title:** | Parish Giving Adviser (Ministry Development) | | **Department**: | Finance |

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| **Qualifications & Experience** | Qualifications or specific experience  ***required to do the job***. |
| |  |  |  | | --- | --- | --- | | **AREA** | **ESSENTIAL** | **DESIRABLE** | | Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent) | * Demonstrable knowledge of, and interest in, ‘giving’, its evolution and opportunity * An understanding of Christian theology and biblical principles of generosity and giving. * Understanding of tax efficient giving, gift aid, online funding tools, legacies, friend schemes | * Knowledge of Church structures and governance arrangements * Knowledge of the national church Parish Giving Scheme * Understanding the local church context within, and particular issues facing, Hereford Diocese | | Type of Experience required | * Proven experience of helping to create and lead change; overcoming resistance and barriers, identifying solutions to barriers and blockages to change |  | | | |

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| **Competencies** | Competencies or specific skills ***required to do the job***. |
| |  |  | | --- | --- | | **ESSENTIAL** | **DESIRABLE** | | * IT literate and proven ability with Microsoft Office applications * Ability to build volunteer networks and work collaboratively with a diverse range of stakeholders * Analytical ability to interpret data and use this to prioritise areas to focus on * Ability to launch initiatives and ensure people sign up and engage with them. * An encourager with the ability to get alongside and enthuse others; * Be passionate about giving, with a ‘can do’ attitude * Ability to build personal credibility and confidence through delivering results * Be robust, able to deal with a range of views, challenging feedback and entrenched positions. This role is about breaking through barriers and changing cultures * A pragmatist, exercising sound judgement and decision making * Persistent, to keep going and then going again. Willing to work at times to suit others * Persuasive communicator, able to influence at all levels within the Church * Innovative with the ability to think ‘outside of the box’ to solve problems and develop solutions by listening, and tailoring solutions to each situation * Access to transport and full driving licence |  | | |

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| **Agreed: Job Holder**: |  |
| **Agreed: Line Manager**: |  |
| **Date:** |  |