

Giving and Generosity Officers

(Two positions available)

Do you;

- Enjoy supporting individuals and groups to think creatively about generosity and giving?
- Have a passion to see generosity overflow throughout communities across South Yorkshire and parts of the East Riding?
- Want to be part of an exciting team working across different contexts and traditions?

We are looking for two Giving and Generosity Officers to work with parishes across the whole of the Diocese of Sheffield to help facilitate growth in generosity and giving. The successful candidates will be strategically deployed as part of a wider team, offering a range of innovative resources that are suitable for each context.

Visit www.sheffield.anglican.org/stewardship to find out more about the role of giving and generosity in the Diocese of Sheffield, and see the most recent generosity campaign at: www.generousjune.co.uk

**GENEROUS
june**

For full details and an application pack, please visit www.sheffield.anglican.org/other-vacancies

These two positions have been funded through the new Church of England National Giving Strategy. As part of this the successful candidates will receive additional support and resources through the National Stewardship Network, as well as annual conferences and regular training.

35

Hours per week. Also open to part time applications

£24-27k

Per annum, depending on experience

10%

Employer contributory pension

5

Year initial contract



**THE DIOCESE
OF SHEFFIELD**

Renewed | Released | Rejuvenated

Giving and Generosity Officer x2

Salary: £23,780 – £27,780 pa (depending on experience)

35 hours per week

As part of the Parish Finance Team, the successful applicants for these roles will make a major contribution to the implementation of the Diocese's commitment to Christian giving and generosity. They will work to support parishes to increase income, build a culture of giving and generosity, encourage financial efficiency, and draw in various funding streams and grants as part of a wider commitment to the Diocesan vision and sustainability.

We are looking for two individuals with an understanding of, and a commitment to, the principles and practice of Christian giving, stewardship, and generosity, with a sound working knowledge of the culture and structure of the Church of England. They must have demonstrable ability to promote and communicate ideas to encourage and inspire change. Giving and Generosity Officers will be tasked with supporting around 28-32 parishes each year, collaboratively working with the local leadership and congregations to encourage giving within the community in an exciting and innovative way. The Officers may have specific experience in one of the following areas that could be applied to contexts outside of their target parish quota:

- Grant applications
- Budgeting
- Legacy Giving
- Preaching and Teaching (specifically on Giving and Generosity)

If you have the skills and experience to join this exciting initiative and would like to be involved in resourcing the diocese for the future then download the information pack from the diocesan website: www.sheffield.anglican.org. Part time and flexible working opportunities considered.

Currently the diocese has secured funding for this post for a five-year period as part of the National Giving Strategy.

Given the nature and context of the work, it is a genuine occupational requirement that the post holder should be a practicing Christian with a commitment to the mission and ministry of the Church of England and/or willingness to live out the values and spirit of the organisation. This post is therefore exempt under Schedule 9 of the Equality Act 2010.

If you would like an informal chat about the vacancies please email David Stout at david.stout@churchofengland.org

For full details and an application pack, please go to <https://www.sheffield.anglican.org/other-vacancies>

Closing date for receiving applications: Friday 13 November at 12 noon

Interviews will take place via Zoom. Please indicate on your application form if this is problematic as we may be able to provide alternative provision. The interview date is to be confirmed.

Job Description

JOB TITLE: Giving and Generosity Officer

EMPLOYER: Sheffield Diocesan Board of Finance

RESPONSIBLE TO: Parish Finance Team Lead

LOCATION: Diocesan Church House, Rotherham

Main Purpose of the Role

Working as part of the Parish Finance team enabling parishes within the Diocese of Sheffield to develop and promote a clear vision for Christian giving by building on and promoting a culture of generosity. This will be facilitated through a systematic approach to working with every parish across the Diocese, offering proactive support and encouraging the uptake of key resources. The key accountabilities will be:

To enable and enthuse a culture of generous giving, providing focussed support to every parish in the Diocese, working in partnership with other members of the Parish Finance Team. This will include:

- Helping create an annual giving strategy for each parish
- Facilitating parish self-assessment of giving and generosity culture
- Working with parishes to identify and deliver opportunities for growth in Common Fund contributions to support Diocesan vision and sustainability.
- Supporting giving and generosity campaigns
- Encouraging uptake of proven resources that support local parish funding initiatives, assessing local needs to ensure suitability, including:
 - Capital, revenue and legacy funding;
 - Grant applications and strategies;
 - Digital and online giving
 - Supporting uptake of financially efficient schemes such as Parish Buying
 - Promoting the Parish Giving Scheme.

Main Duties and Responsibilities:

1. Support

As a key part of the Parish Finance Team, offer advice and support to parishes, specifically the local leadership (both lay and ordained) to enable the development of an effective vision and strategy to promote generous Christian giving throughout the ministry and mission of the parish, firstly to the benefit of the PCC in mission, but also to the benefit of the DBF through an anticipated uplift in Common Fund contributions

- a. Working as part of the Parish Finance Team at Diocesan Church House to develop a clear plan to ensure every parish is offered advice and support in growing a culture of generous giving.
- b. Provide capacity to make generous giving happen, equipping parishes to become communities of generous givers through long-term support.
- c. Work closely with local parish leadership to integrate generous Christian giving into all aspects of vision and strategic planning so that it becomes an integral part of all on-going work in support of mission and growth within the parish and the surrounding Mission Area.

- d. Identify the obstacles to generous giving (i.e. what prevents individuals and parishes from exercising Christian generosity, including areas such as: knowledge/understanding; culture/mindset; and capacity/capability)
- e. Introduce new methods of building positive cultural change
- f. Working closely with local parish leadership to ensure that the Common Fund system is understood and the significance of every pledge appreciated.
- g. Developing regular and effective lines of communication with local parish leadership

2. Resources and Implementation

To gather, and make easily accessible, effective resources to support local parish funding initiatives – including capital, revenue and legacy funding; digital and contactless giving; applying for grants; stewardship and giving campaigns; and uptake of Parish Giving Scheme.

- a. Maximise and promote the many ways in which people can give regularly to the church, assessing the needs of a local parish.
- b. Supporting the creation of annual giving strategies to enable parishes to have a clear set of deliverable goals to encourage both cultural and practical positive change.
- c. To help promote the Parish Giving Scheme to enable parishes to organise and support regular giving via direct debit.
- d. In partnership with parish leadership, identify and support volunteers in parishes who can take a cultural and practical lead on giving and generosity.
- e. Work with parish and deanery leadership teams (including Incumbents; Wardens and PCCs; Area Deans and Lay Chairs; Treasurers and volunteer Parish Giving Officers; and Archdeacons) to promote, interpret and explain the effective use of resources to enable mission. In particular “Generous June” and Church Legacy resources.

3. Parish Finance Team

As part of the newly formed Parish Finance Team, you will be tasked with supporting and implementing diocesan strategic goals. The Officers will contribute towards the following:

- a. To challenge and help the church, at every level in the Diocese, to make better and more effective use of its resources and to identify and release new resources.
- b. To help maintain and develop the Stewardship pages of the Diocesan Website.
- c. Develop the Generous June resource
- d. To develop the regular grant mail out, ensuring parishes receive appropriate and up to date grant information.
- e. To build a good working relationship with clergy and lay people throughout the differing church traditions in the Diocese.
- f. Work in partnership with colleagues at Diocesan Church House including the Finance Office, the Parish Support Team and the Diocesan Advisory Committee to promote and support the Diocesan Mission, Growth and Sustainability strategies.
- g. Reinvigorate the Diocesan Finance Network to help support key volunteers and individuals across the Diocese working in areas of giving, generosity, and finance.
- h. Consult as necessary with other people working in a similar field and be an active member of the National Stewardship Network including attending regional meetings and national conferences.

- i. To be the primary point of contact between the Parish Finance Team and the local parish leadership for the Common Fund

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

SHEFFIELD DIOCESAN BOARD OF FINANCE

Person Specification		
Giving and Generosity Officer		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Practicing Christian with a commitment to the mission and ministry of the Church of England and/or willingness to live out the values and spirit of the organisation 	<ul style="list-style-type: none"> • Degree in Theology or Christian Ministry • Degree or Qualification in Fundraising or similar
Knowledge	<ul style="list-style-type: none"> • An understanding of the theology of stewardship and the role of giving in an individual's discipleship and in sustaining the life of the church; • An understanding of, and a commitment to the promotion of, the principles and practice of Christian stewardship; 	<ul style="list-style-type: none"> • A practical understanding of church/small charity finances. • A sound working knowledge of the culture and structure of the Church of England, especially related to stewardship and charitable giving;
Experience	<ul style="list-style-type: none"> • Experience of supporting volunteers • Experience of reading budgets and resources • Experience of inspiring change 	<ul style="list-style-type: none"> • Experience of functioning in a consultative environment • Experience of preaching/teaching about Stewardship, Generosity, and Giving. • Experience of Church based budgeting
Technical and Applied Skills	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Excellent administrative skills • To be numerate and have the ability to use Excel spreadsheets 	<ul style="list-style-type: none"> • Demonstrable ability to advise on financial planning and promotion of tax-efficient giving including Gift Aid, Legacies, and Grant applications
Competencies	<ul style="list-style-type: none"> • Able to relate to and influence stakeholders in the wider community • Able to work as part of a team 	<ul style="list-style-type: none"> • Able to speak publicly in a church setting or on a public platform

	<ul style="list-style-type: none"> • Able to recruit, train, motivate and lead a team of stewardship volunteers, including planning and co-ordinating events 	<ul style="list-style-type: none"> • Able to plan, advise upon, and lead existing giving programmes within the parishes of the Diocese
Personal Attributes	<ul style="list-style-type: none"> • Ability to work across the spectrum of Christian traditions • Ability to maintain the confidentiality of information • Must be able to drive and have access to a car or be able to provide an equivalent and timely means of travel to all parishes in the Diocese. • Able to work evenings and weekends on a regular basis 	

*Given the nature and context of the work it is a genuine occupational requirement that the post holder should be a communicant member of The Church of England or a Church which is a member of Churches together in Britain and Ireland in order to fulfil the main purpose of the post across the Diocese. This post is therefore exempt under Schedule 9 of the Equality Act 2010.

Terms and Conditions of Service	
Salary	This is a salaried position as an employee of the Sheffield Diocesan Board of Finance at £23,780 – £27,780 pa pro rata
Contract	Initially this is a five year fixed term contract.
Pension	Details available on request
Housing	There is no housing provision though it may be possible to rent from the Diocesan Board of Finance.
Place of Work	Diocesan Church House, 95-99 Effingham Street, Rotherham, S65 1BL*
Hours of Work	This is a full- time post for 35 hours per week, which will require a flexible approach to working hours. This will include attendance at evening and weekend meetings and events for which time off in lieu may be available. The post holder will be expected to work the hours reasonably required to fulfil the duties of the post.
Working Expenses	Normal working costs reimbursed on expenses. Expenses for travel following HMRC guidelines at 45p/mile up to 10,000 miles, 25p thereafter. (30p/mile journeys outside the diocese.)
Holidays	Details of paid annual holiday entitlement are available on request.
Probation Period	Six months during which time progress will be reviewed. If necessary this period may be extended.

**The post holder will be expected to spend the majority of their time working alongside parishes in the parish context. As such, they will be required to work at least one day a week at Diocesan Church House, with home working available when*