

JOB DESCRIPTION

TITLE:	Resourcing Churches Funding Co-ordinator
EMPLOYER:	Sheffield Diocesan Board of Finance
RESPONSIBLE TO:	Mission Development Advisor: Rejuvenated (Resourcing Churches Project Manager)
LOCATION:	Diocesan Church House, Rotherham

PURPOSE OF THE ROLE

This role will make a vital contribution to the Diocesan Resourcing Churches¹ project. The role will involve supporting parishes that are designated as Resourcing Churches (initially two, but with plans to increase) as they look to meet a range of both financial and missional targets. This role will help parishes understand budgeting, income generation and assist them with to deliver fundraising levels and grant applications. We estimate that we will need up to £2m raising for capital expenditure by the end of 2025 and be able to generate income and fundraise approximately £200k per year from 2025 for ongoing mission team costs.

1 GENERAL SCOPE OF RESPONSIBILITIES

The key responsibilities of the role are:

- 1.1 To support the delivery of financial sustainability of the Diocese's Strategic Development Fund programme at parish level with specific emphasis on Resourcing Churches in Rotherham and Goole. Further parishes may be added to this over the next few years.
- 1.2 To lead on the development, implementation and delivery of a fundraising strategy for considerable re-ordering works at each of the Resourcing Churches as well as mission.
- 1.3 To train and support parishes aiming to achieve financial sustainability for mission and growth. This includes income generation, best use of assets, creation of teams, generous giving campaigns and grant applications.

2 KEY TASKS

- 2.1 Working with the Resourcing Churches Buildings Officer, understand the mission of each of the Resourcing Churches, the needs of their staff teams and PCCs to develop fundraising strategies for the proposed works and proactively advise on the best way to structure projects to optimise funding opportunities.
- 2.2 Identify and work with parish teams to co-ordinate a Project Fundraising Group at each of the Resourcing Churches, responsible for implementing the fundraising strategy. To keep the PFG's focussed and on track on their goals as well as provide fresh stimulus when the going gets tough.

¹ Resourcing Church – a church which has a signed Memorandum of Agreement with Bishop Pete aiming to church plant or graft about once every 5 years and which is able to resource other churches with knowledge and training.

- 2.3 Guide, train and energise the Fundraising Groups with funding applications, identifying local fundraising opportunities and raising the profile of the projects. This may include bringing in additional external fundraising support building on developed relationships.
- 2.4 Play a key role in the Project Steering Groups at each of the Resourcing Churches, providing regular reports on fundraising progress.
- 2.5 Report progress to the Diocesan Programme Board directly or indirectly through the Mission Development Advisor and Strategic Programme Director.
- 2.6 Work to advise and support the Resourcing Churches to become sustainable. This will include supporting parishes with planning for and delivery of: income generation from assets, stewardship and generous giving, and ongoing grant funding.
- 2.7 Be responsible for ensuring that parishes have done all that they can to sustain the mission team posts supported by Strategic Development Fund grant beyond the funded period.
- 2.8 Make use of the wide range of available resources to train the local teams in each parish, such as St Peter's College Online Learning Platform.
- 2.9 Together with the Strategic Programme Director investigate, suggest and make applications to funders and grant making bodies to generate income for the Resourcing Churches.
- 2.10 Work alongside the Generosity and Giving Officers to ensure that specialized support can be offered to other parishes in the Diocese where appropriate.
- 2.11 Play an active part in the Diocese Parish Finance Team, offering support to other parts of the Diocese where appropriate and in agreement with the line manager.
- 2.12 Connect into the Northern Stewardship Network – the group of giving advisors and fundraisers from across the Northern Dioceses.
- 2.13 To undertake such other duties as may reasonably be required commensurate with the responsibilities of the post.

3 KEY WORKING RELATIONSHIPS

- Mission Development Advisor (Rejuvenated Strand)
- Resourcing Churches Building Officer
- Giving and Generosity Officers
- Strategic Programme Director
- Rotherham and Goole Parish Teams

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		
Resourcing Churches Fundraising Co-ordinator		
Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated at least to A Level • Fundraising qualification 	<ul style="list-style-type: none"> • Degree in relevant subject • Training qualification
Experience	<ul style="list-style-type: none"> • Significant experience of successful fundraising and grant applications • Experience of working within a team • Experience of keeping detailed budget records and preparing reports • Experience of influencing across a broad spectrum of individuals and groups within a diverse organisation. • Experience of training and developing others – especially volunteers 	<ul style="list-style-type: none"> • Working knowledge of the structures and practices of the Church of England; in empathy with its visions and aims • Recruiting, working with and upskilling volunteer teams.
Knowledge and skills	<ul style="list-style-type: none"> • Excellent technological knowledge, and competent in the use of standard IT products • Excellent communications and interpersonal skills • Ability to organise and prioritise workload and projects • Precise organised and methodical • Proven ability in fundraising and project programmes • Using digital channels to raise awareness as related to fundraising. • Using databases to record and manage funder relationships 	<ul style="list-style-type: none"> • Able to influence and create enthusiasm and energy in others
Qualities	<ul style="list-style-type: none"> • Able to take a strategic approach to fundraising at parish and project level • Able to communicate effectively in person and in writing • Able to motivate self and manage use of time • Able to take initiative within a framework • Able to work as part of a team • Able to prioritise and handle a number of different projects simultaneously 	<ul style="list-style-type: none"> • Able to set and work to goals without direct supervision

Person Specification		
Resourcing Churches Fundraising Co-ordinator		
Attributes	Essential	Desirable
Other	<ul style="list-style-type: none"> • Enthusiastic and highly motivated • Willing to travel within the Diocese to meet the needs of the role • Willingness to work flexibly, including occasional evening or weekend work 	

Terms and Conditions of Service	
Salary	This is a salaried position as an employee of the Sheffield Diocesan Board of Finance at £25,000 up to £35,000 for an exceptional candidate pa pro rata.
Contract	This post is funded to the end of 2024
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. We are option to part-time working options.
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, a flexible approach will require home working as well as office working.*