

**DURHAM DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION**

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| **TITLE:****GRADE:** | **Giving Advisor****(5-year post, possibility to extend subject to funding)**Salary circa £31,680 employed by DBF. |
| **ACCOUNTABLE TO:****REPORTING TO:****SUPPORTED BY:** | Finance DirectorFinance DirectorN/A |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY, with travel within the Diocese. |
| **HOURS:** | Full time – to include occasional weekend and evening working |
| **KEY RELATIONSHIPS:** |  Parish Clergy; PCC members, especially Treasurers; Deanery leadership; Members of Generous Giving Team; Vacancy Audit Process Team; Finance Director; Diocesan Secretary; Mission, Development and Ministry Team and Growth Team; Communications Team; Archdeacons and Bishops; National Giving Team. |
| **BACKGROUND:** | This full-time post is offered by the Durham Diocesan Board of Finance on the Board’s standard terms and conditions, on a fixed term contract of five years in line with funding received from the national church. Extensions may be forthcoming subject to funding.  |
| **JOB SUMMARY:** | The Giving Advisor will work as part of the Generous Giving Team to support PCCs in encouraging and facilitating Christians in the diocese to give generously to support the work of the parishes and the diocese. This includes promotion of an understanding of the principles of Christian giving and generosity in its fullest extent including personal discipleship and parish share. |

**KEY DUTIES AND RESPONSIBILITIES:**

**Developing the culture of teaching and preaching around generous giving:**

* Facilitating conversations with clergy and their Parochial Church Councils (“PCCs”) to assess attitudes to giving, money and parish share and go on to explain the connection between personal giving and the church’s finances.
* Identifying those in parishes who can lead generosity campaigns and generate positive energy around giving and legacies.
* Signing the assistance available from the Generous Giving Team on financial matters and record keeping.
* Delivering presentations to PCCS or Congregations or others on the importance of Christian Giving.

**Modernizing methods of giving to improve resilience of parish finances and regularity of giving:**

* Encourage parishes to adopt the Parish Giving Scheme through presentations and hands-on advice and support.
* Encourage and develop the use of contactless giving devices and online giving.
* Raising awareness of generosity resources already developed by the diocese and national church.

**Fundraising support for specific Parish projects, particularly where PCCs lack such expertise:**

* Assisting parishes in identifying and applying for grants and sponsorship and developing alternative income streams.
* Development of ‘Friends’ schemes.

**Information management**

* Managing data around numbers of regular givers and giving levels, grant funding, online giving including PGS and parish share, to monitor outcomes of the above activities.
* Data management, validation and collation in relation to the annual Guided Pledge calculation.

*This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and after consultation with the postholder, who will be expected to agree any reasonable changes to the job description that are in line with the general nature of the post.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations. If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**Genuine Occupational Requirement**

Due to the nature of the work, the post holder must be a practicing member of the Church of England, or a full member of a church belonging to Churches Together in Britain and Ireland or the Evangelical Alliance. This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A**  Application Form

**I** Interview

**A & I** Application Form & Interview

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| **Ref:** | **Criteria** |  | **Essential /** **Desirable** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Qualifications relating to numeracy, accounting or data management or relevant experience.  | **A & I** | Desirable |
| 2 | Qualifications relating to teaching, coaching and/or preaching. | **A & I** | Desirable |
| 3 | Qualifications relating to Christian theology | **A & I** | Desirable |
|  | **EXPERIENCE** |  |  |
| 4 | Proven experience of raising funds in a charitable organisation | **A & I** | Essential |
| 5 | Experience of charity and/or church accounts | **A & I** | Desirable |
| 6 | Experience of arranging and delivering training  | **A & I** | Desirable |
| 7 | Experience as a church Treasurer and/or an understanding of church-based accounting and bookkeeping. | **A&I** | Desirable  |
|  | **SKILLS & APTITUDES** |  |  |
| 8 | Highly developed communication and presentation skills. | **A & I** | Essential |
| 9 | IT literate and experience of using Outlook, Excel or similar | **A & I** | Essential |
| 10 | Good organisation and administrative skills including written and oral communication skills, ability to analyse and articulate complex information, be persuasive and sympathetically convey difficult messages when necessary. | **A & I** | Essential |
| 11 | Ability to deliver and facilitate a coaching environment | **A & I** | Essential |
| 12 | Able to relate to and influence stakeholders in the wider community (eg. grant making bodies, business leaders, local authorities). | **A & I** | Essential |
| 13 | A sound working knowledge of the structure, governance and ethos of the Church of England, especially related to generosity and giving. | **I** | Desirable |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 14 | Working knowledge of the principles of fundraising and charitable giving. | **A & I** | Essential |
| 15 | Able to form effective working relationships with a range of people | **A&I** | Essential |
| 16 | Ability to work across the spectrum of Christian traditions. | **I** | Essential |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 17 | Able to travel widely around the diocese and occasionally more widely; with evening and weekend work from time to time.  | **A & I** | Essential |