



Generous Giving Adviser (Resourcing Giving) **Generous Giving team (Operational Support)**

£36k – 38k Full-Time (35h/week)

Fixed term – 3 years in the first instance

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 42 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ's Story, and delivering strategic programmes focused on our aims: becoming more like Christ; reaching those we currently don't; growing churches of missionary disciples; and transforming our finances and structures.

The Challenge

The focus of our strategy is on growth, which we anticipate from the initiatives under our goals of 'Reaching people we currently don't' and 'Growing churches of missionary disciples'. Our Generous Giving Team plays a key role in promoting generosity as a vital dimension of the discipleship which both nurtures and flows from this growth.

Practically, we need significantly to increase income flowing into parishes to support local mission and ministry. This in turn will enable parishes better to support the Diocesan Common Fund in its work of resourcing and enabling the ministry of every part of the diocese, including both deprived and prosperous communities.

Measurement of the Diocese of York's average weekly giving should show year-on-year improvement, in absolute terms and relatively within the Church of England, after allowing for inflation. The work of the Generous Giving team will be of crucial importance in achieving God's mission in the Diocese of York.

The Team

Our Generous Giving team engage with the Church of England's national Generous Giving strategy through its two strands: Resourcing Giving: 'Mechanisms, Impact, explaining Need and building Trust' (MINT), and Inspiring Giving: 'Inspire, Discipleship, Embed and Activate' (IDEA). The team will work with our churches to promote generosity, support those who teach it, and implement the practical schemes that stem from it.

At present the team reports to the Deputy Diocesan Secretary as Director of Operational Support. The team has grown recently with the recruitment of our Parish Giving Development Adviser who works with Parish leadership teams to review their finances and encourage generosity in the amount they give into the common diocesan fund, known as their Free Will Offer. The team's key relationships include the three Archdeacons, the Director of Finance and the Director of Mission and Ministry, with which the Generous Giving Team will build partnerships to help both teams in their promotion of parish development.

The Opportunity

The role involves advocating for Christian giving in various ways across the diocesan family. More specifically, the role involves working with churches, helping them understand their own financial positions and giving profiles, and helping them develop approaches to embed generous giving. This will sometimes involve working with individual and small groups and sometimes involve delivering training to groups. Particular subject areas might include digital giving and legacies.

To be successful in the role, you will be a committed Christian with a good understanding of the concepts of generosity, discipleship and sacrifice. You will have highly developed written and verbal communication skills and be very confident working with numerical and financial information. You will have good technical skills and (with training) be confident to support the mechanisms of giving such as Gift Aid Schemes and Contactless Devices. You will have good people skills, and be able to engage people on these issues, convey important messages, and influence action.

The post is based at our large, open-plan office at Clifton Moor in York, working alongside the various teams who work together to deliver services and support to our clergy, churches, parishes and schools. The role involves travel across the diocese. We offer opportunities to work flexibly, and a generous package of salary, pension, holidays and benefits.

Job Description

Purpose

Be the lead person in developing the MINT section of the National Giving Strategy (Mechanisms, Impact, Need, Trust) to improve giving practice in churches across the Diocese and introduce mechanisms for giving which respond to the needs of current as well as new givers.

Responsibilities

Advocacy

- Being an advocate for Christian giving and delivering presentations and training on giving to a wide variety of groups across the diocese.
- Assisting and supporting parishes in the local use of national giving resources

Parish support

- Working with churches, PCCs, parish groups, deaneries and other natural groupings helping develop appropriate tailor-made giving packages
- Ensuring that parishes understand their own financial position and giving profiles and helping them understand how best practice and appropriate mechanisms can encourage generous giving within their church.
- Linking with the work of the Generous Giving Advisor (inspiring generosity) to support good practice and appropriate mechanisms with resources to communicate and embed generous giving.
- Keep records of which parishes have been visited and, in conjunction with other colleagues, identify those where input would be beneficial and endeavour to meet with them.
- Working with the Information Analyst to monitor changes in giving levels following visits to parishes

Guidance and best practice sharing

- The adaptation and development of 'self-help' and 'top tips' resources within the remit of the post.
- The production of Case Studies to promote best practice.

Parish Giving Scheme

- Promotion and implementation of the Parish Giving Scheme across the diocese including working with treasurers and Gift Aid secretaries, answering queries, meeting with PCC's, development of resources, registering parishes and monitoring take-up.
- Liaising with the PGS team to monitor progress and impact of the scheme and any ongoing developments in the service level agreement.
- Visiting churches, PCCs, parish groups, deaneries and other natural groupings to encourage adoption of the scheme as the default mechanism for regular planned giving in the Diocese.
- Work with the Generous Giving Advisor (Inspiring Giving) to produce promotional materials encouraging take up of PGS.

Digital Giving

- Rolling out digital and contactless giving mechanisms with the aim of reaching 80% of parishes.
- Visiting churches, PCCs, parish groups, deaneries and other natural groupings to encourage adoption of digital and online giving mechanisms.
- Ensure engagement with National support and funding for future devices as part of the National Strategy.
- Work with the Generous Giving Advisor (inspiring generosity) to produce promotional materials encouraging take up of digital and contactless mechanisms.

Legacies

- Implementation of a Legacy Strategy across the diocese to include encouraging PCCs to create and communicate legacy policies and raise awareness of the importance of wills and legacies as part of Christian giving.
- Visiting churches, PCCs, parish groups, deaneries and other natural groupings to talk about legacies.
- Maintaining information on the website and communication of available resources.
- Ensure that this diocese is aware of any National support on connection with wills and legacies that become available as part of the National Strategy.

Communications and Training

- Provision of appropriate articles on generosity for inclusion within website/team social media/Generosity Matters and other diocesan e-bulletins and publications.
- Working with the Generous Giving Advisor (inspiring generosity) to provide online and in person training on areas appropriate to the remit of the role.

Wider Working

- Be a point of liaison between the GGS Team and the Finance team in addressing issues of mutual interest.
- Liaise with DFAs, the Finance team and the Diocesan Data Analyst to support Treasurers in understanding and managing parish finances and any issues identified are being addressed.
- When invited, visit Diocesan Committees/Boards to provide them with an update on the Giving Resourcing work.

National and regional strategy

- Fostering links with other Northern Dioceses in the sharing of resources
- Play a full part in the life of the Northern and National Giving Network
- Wherever possible seek opportunities to share work and materials developed in the Diocese across the giving network and make full use of the New Materials Fund to support the development of resources appropriate to the role.

General

- Contribute to the wider work of the Diocese, attending relevant meetings and contributing to other initiatives.
- Participate in the annual review process and appropriate continuing professional development.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Person Specification

Essential

1. A committed Christian with a good understanding of the concepts of generosity, discipleship and sacrifice.
2. An understanding of the Church of England, and ability to work within its culture and mission; an affinity with the work of – and challenges faced by – clergy, lay leaders and volunteers at parish level.
3. Educated to A level or equivalent including C or 5 (or above) in English and Maths at GCSE level or equivalent.
4. Excellent written and verbal communications skills, including the ability to summarise complex information, and give clear and concise information to a range of audiences.
5. An ability to convey the sustainable finance challenge in the context of discipleship and generosity.
6. An ability to handle and present financial data in clear and engaging ways; to draw out the story that the data tells.
7. Enthusiastic, approachable and professional; able to work creatively and collaboratively with a range of colleagues.
8. An ability to identify and engage the influencers in a variety of situations, and to deploy and guide them in implementation activity.
9. Self-motivated and well-organised; able to work efficiently and effectively in meeting deadlines.
10. Good IT skills, including Microsoft Office applications.
11. Experience of working in a sensitive environment and handling confidential matters with tact and diplomacy.

Desirable

12. Understanding of the principles of fundraising and financial stewardship, preferably gained in a relevant voluntary sector context.
13. Commitment to continuing professional development.
14. Understanding of the different traditions of the Anglican church.

You must be able to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate. Own transport would be an advantage.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Deputy Diocesan Secretary (subject to confirmation)
DBS Disclosure	A DBS check may be required for this post
Probationary Period	Appointments are subject to a 4-month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	The post is full-time, 35 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England
Salary	Starting salary will be £36k - £38k depending on previous experience
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 55p per mile for the first 10,000 miles). The full policy is available on request.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	Non-contractual benefits currently offered include eye care vouchers, a cycle to work scheme, a pension salary sacrifice scheme, and the option to join the CSSC.
Pastoral Care	Our Diocesan Adviser of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and/or mediation if required.