



The Diocese of
Southwark

Fundraising Advisor (Income generation focus)

An exciting role which suits flexible working for part-time or a full-time role



**Christ
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**Outward
Focused**



The Diocese of
Southwark

Generous Giving

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Dear Applicant,

I am delighted that you have expressed interest in our role of Fundraising Advisor (Income Generation focus). I hope that you will find the information in the pack inspiring. I would be very happy to have an informal discussion about the role, and to provide more information; please contact me on 07958 275744.

This is a new role made possible by specific funding for the next nine years under the Diocesan Investment programme (DIP). We are looking for a colleague who is excited by God's generosity and who would enjoy supporting volunteers in parishes. Are you able to support our diverse parishes to maximise use of their assets, such as hall hire, and help parishes create and grow sustainable income generating activities to help resource their mission and growth? You will support specific projects from the DIP stream to become sustainable, as well as parishes who need assistance with matters such as gift aid.

We have a strong partnership with our parishes with a positive culture of generosity and commitment to each other. Our parish share scheme, the Parish Support Fund, is a generosity-based offering scheme with pre and post pandemic collection rates of 99%. [Hear](#) from one of our vicars how generosity is making a difference in Selsdon.

We are looking for a Christian seeking a full-time role, but we would be willing to consider a job-share or someone seeking to work for 4 days per week. This role may suit someone looking for a new challenge in the charity sector perhaps with commercial experience and a fundraising mindset or a part-qualified accountant with parish experience looking for a new challenge in the charity sector. Please indicate in your application and talk to us at the interview about the flexibility you would like in a new role.

We seek out opportunities to be innovative and creative in our giving strategy and enjoy working closely with the Church of England central Giving Team. You will work with the Director of Giving, her team and many colleagues, both within the Diocese and nationally, to promote and develop a culture of generosity, encourage increased community grant income, and support congregations to help grow the Kingdom of God through the Southwark Vision.

If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Gabby Parikh
Director of Giving and Parish Funding

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The Diocese of Southwark
The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)
Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678
Company Secretary: Nicola Thomas





The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Diocese of Southwark Job Description

Job Title:	Fundraising Advisor (income generation focus)
Hours of work:	A flexible role - part or full-time. Must commit to a minimum of 28 hours per week.
Salary:	The post has an FTE salary of up to £42,000 per annum, depending on experience
Location:	Trinity House, Borough High Street, London SE1 1HW
Reporting To:	Director of Giving and Parish Funding
Job Purpose:	To improve parishes' financial sustainability by providing support and expertise on giving and fundraising matters, focusing upon income generation and partnership building that advance individual parishes' and the Diocesan visions and providing practical support and advice for areas such as Gift Aid and funding strategies.
Key relationships:	Director of Giving, Generous Giving Advisor and Digital Giving Advisor; Church Buildings Fundraiser and Church Buildings Team Incumbents, Churchwardens, Treasurers, Parish officers, Archdeacons Diocesan Secretary and Secretariat Other Diocesan departments including Financial Services, Press and Regional and National colleagues Fundraising Advisor (Income Generation focus) Communications, Strategic Development Team

Summary:

We are seeking a motivated community fundraiser who would enjoy collaborating with our diverse churches and their volunteers, to help build effective commercial, funding and giving practices for missional and community parish projects across Southwark Diocese.

Specifically, we are looking for someone who

- is excited by God's love and generosity and the chance to help our churches sustain current community projects and fund new opportunities to transform lives and communities
- has the enthusiasm and skills to help parishes maximise the use of their assets and develop new and creative, well-planned and commercially viable income streams that echo their values and vision?
- enjoys providing practical assistance and advice to supporting parishes on such matters as Gift Aid?

This post is a new full-time role. We are looking for a minimum of 28 hours and are happy to offer a flexible working pattern.

Background:

This is one of two new roles to extend fundraising support for parishes, generously funded as part of the nine-year Diocesan Investment Programme (DIP) by Church Commissioners. This role is integral to expanding our support for parishes and their volunteers and developing Christ-centred community engagement. The primary aim of the role is to help churches look at their assets, identify and explore how they might generate income via enterprise in ways that reflect their vision and values. This will include income streams such as hall hire, helping parishes identify potential partnerships with community groups, gift aid alongside congregational giving, and fundraising to make missional programmes sustainable.

You will work closely with other members of the Giving Team who seek to encourage congregational and digital giving, and the partnership between parish and Diocese through the Parish Support Fund, our parish share scheme. Other fundraising colleagues will include our second new role, a fundraiser whose primary focus will be supporting grant fundraising for community and missional projects, and a colleague from our Church Buildings Team who supports fundraising for maintaining and developing our wonderful collection of parish churches.

As a Diocese, we encourage a culture of generosity as we celebrate churches, worshipping communities and fresh expressions of Church (across the full spectrum of traditions) that speak well of each other. Together we seek to support, resource and deliver a programme of missional growth.

Our values are at the heart of everything we do, as we seek to enable and serve our parishes with collaborative teamwork and respect for all. We are committed to offering you the opportunity to develop and thrive and offer training and mentoring within Diocesan and national spheres.

We also offer some flexibility regarding the normal hours of your working day to support work life balance. The job location is listed as the Diocesan office at Trinity House but will be a mix between office, homeworking, and meeting around the Diocese with church representatives. We would expect that at least 60% of your time would be office-based to

foster team-working and collaboration. This post does require some flexibility and out of hours working to support evening and weekend activities - some volunteers are only available in the evening, in person or on zoom, and PCC meetings are often in the evenings and sometimes at weekends. You will be compensated for this with time off in lieu.

Main responsibilities

Encouraging Generous Giving and Parish Funding

To inspire and nurture a culture of generosity and sustainable fundraising practice; and work alongside all Giving Team members to help grow parish income and financial sustainability across our diverse Diocese.

This may involve taking part in services, prayer, and being able to explain the Christian principles of generous giving in an authentic and personal way.

Work with Diocesan colleagues and parishes to create funding strategies and programmes which adopt the full basket of generous giving and fundraising mechanisms e.g., regular giving through the Parish Giving Scheme, contactless and online giving, legacies, grants and income generation.

Growing Parish Funding and improving financial sustainability

To encourage parishes to make best use of their assets, engage in business activities in ways that are commercially viable and model parish and Diocesan values and vision. To help parishes and their PCCS to explore and develop robust plans for other income generation opportunities to improve their financial sustainability and assist with their implementation.

Empower and assist parishes to improve hall hire income, encouraging good practice for hire and marketing as well as other essentials e.g. to take appropriate legal advice for any leases or licenses.

To be aware of and encourage parishes to comply with VAT, Business rates and other regulatory and practical implications of income generating activities and signpost to appropriate diocesan staff or other resources as necessary e.g., governance, payroll, employment, taxation advice.

Gather and analyse statistical and other data on fundraising, grants, and wider income generation across our Diocese. Monitor and evaluate progress, evaluate learnings, identify challenges and opportunities and working with the Director of Giving use this to inform current work and future strategies.

To assist with developing funding strategies for parishes who are part of the Diocesan Investment Programme (DIP) to enable parish community engagement and missional projects to become sustainable.

Practical support for parishes

Being the first port of call for treasurers and Gift Aid Secretaries with any Gift Aid related questions, responding with timely advice for their queries.

Helping churches to make full use of Gift Aid and Gift Aid Small Donations Scheme (GASDs); assisting parishes who have difficulty with the claims scheme and providing appropriate support where needed.

Communication, training and support

Participate in the Diocese's ongoing/ periodic monitoring and evaluation activities, as required by the conditions of the Archbishops' Council funding for this role.

Collate case studies, and information regarding income generation ideas, fundraising projects, grant, and partnership opportunities for parishes, liaising with other fundraising colleagues e.g. Church Buildings Fundraiser and the Fundraising Advisor (Community Focus).

Produce articles, blogs, website and social media to communicate good practice and share learning and fundraising news including key deadlines.

To collaborate with colleagues across other departments. To build and support good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.

To help prepare and deliver training events for treasurers, new incumbents and others, working collaboratively with Finance, Ministry and Discipleship, and other Diocesan teams. Where appropriate, holding training events or organising one-to-one training.

To assist with other projects or fundraising opportunities that arise from time to time as directed by the Director of Giving.

To attend regular giving team meetings and weekly National Giving team meetings, together with professional development sessions and opportunities related to your role such as fundraising, charity-related commerce, accounting or regulatory topics.

To act within the Code of Fundraising Practice

Parish Share

In 2015 the Diocese successfully changed its parish share system to a generosity-based offerings system, the Parish Support Fund (PSF), working in close partnership with our parishes. [Please view our 2025 PSF booklet here](#) You will support this by being willing to promote the principles of the PSF

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
Experience and qualifications	
Demonstrable experience of successful fundraising and income generation	An understanding of the structure, breadth and dynamics of the Church of England
Numerate and financially astute - confident in understanding PCC accounts, interpreting and explaining them. Interest in data analysis.	Experience in working with statistical data and producing reports. Ability to manipulate and analyse financial data to report effectively.
An ability to prepare and assist treasurers with funding/business plans, including budgets	Experience with commerce in churches such as cafes, hall hire, or social enterprises
Effective written and oral communication skills, with attention to detail	Graduate, a degree or equivalent level of education
An understanding of how Gift Aid and the Gift Aid Small Donation scheme works	Understanding of funding sources and partnerships e.g., grant making bodies
Experience of collaborative working with volunteers	Some financial experience (NB accounting qualifications are not a requirement)
Experience of successfully delivering projects	
An understanding of diversity and cross-cultural dynamics	
Skills/Aptitudes	
A commitment to the promotion of the principles and practice of Christian generosity and giving and able to explain these to others in an authentic way	Experience using websites and social media for promoting topics/learning
A friendly and effective relationship builder and networker who establishes and maintains positive working relationships	Experience with creating and leading presentations to other professionals or members of the community
The ability to plan and organize workload, work to deadlines and manage conflicting priorities	
Innovative, able to seek solutions to help churches	
IT competency in Word, Excel and PowerPoint	
Ability to motivate, deal sensitively and diplomatically with a range of people	
Ability to maintain a high level of confidentiality	
Able to work evenings and weekends as required	
Works well independently and as part of a team	
A car driver, or able to travel to all parishes	
Character and personal qualities	
A desire to serve churches in Southwark Diocese with a passion for resourcing mission and ministry, that enables spiritual and numerical growth	Being a committed, practising Christian, comfortable with working in the Church of England with parishes of different traditions, and taking part in their services
Being an active worshipping member of the Church of England or a church in communion with it	
Be self-motivated, with the ability to work well both independently and as part of a team	



The Diocese of
Southwark

DIOCESE OF SOUTHWARK

Fundraising Adviser (income generation focus)

A flexible role - part or full-time.

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, [although you may be required to visit churches around the Diocese. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

Salary

The post has an FTE salary of up to £42,000 per annum, depending on experience.

This post is open to clergy and there is flexibility to discuss part time arrangements alongside ministry roles.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

Flexible - between 28 and 35 hours per week, Monday - Friday, standard office hours are 9am to 5pm

There is flexibility between 7am and 7pm by agreement with your line manager. [Flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, with prior approval of your line manager, will be granted.]

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

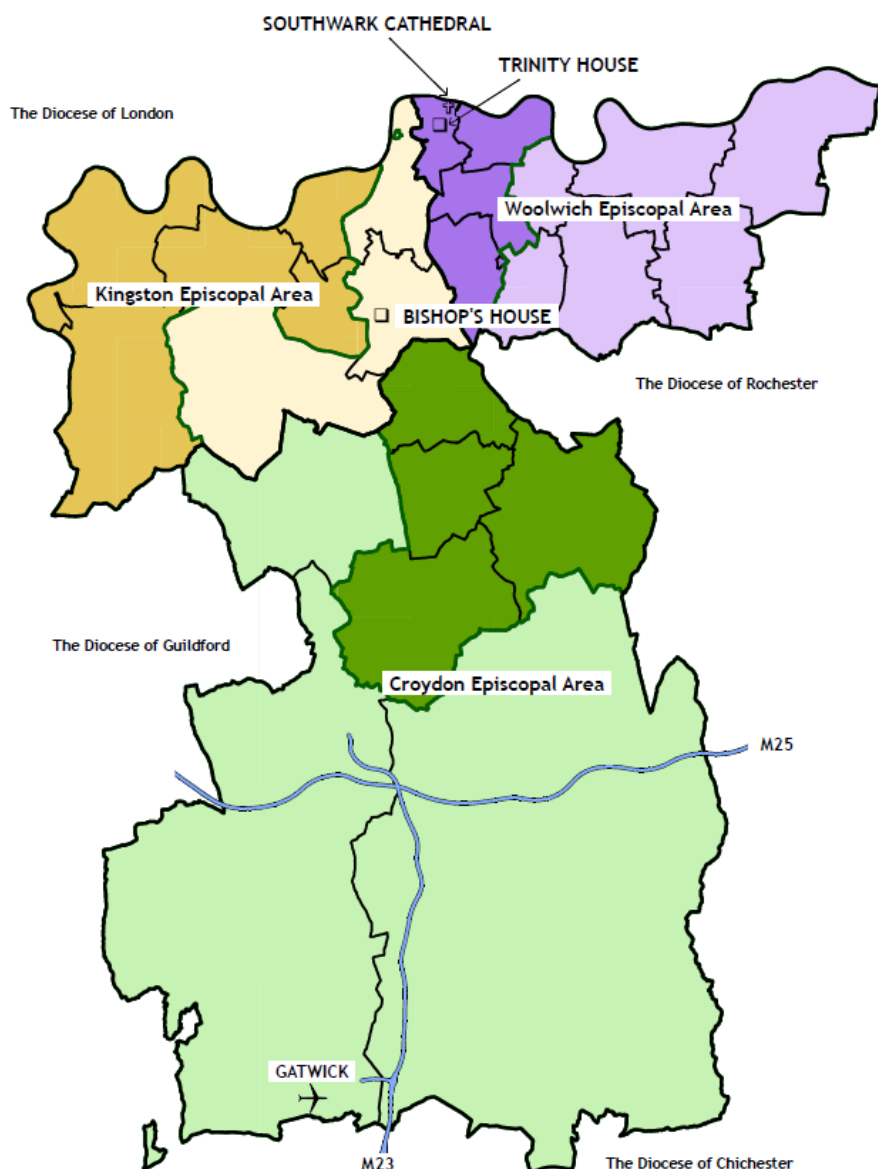


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p style="text-align: center;">DIOCESAN STAFF PURPOSE</p> <p style="text-align: center;">To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p style="text-align: center;">DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p style="text-align: center;">DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability