



The Diocese of  
**Southwark**

## Fundraising Manager

**Christ Church, Brixton Road  
and St Matthew's Elephant and Castle**

## **Vacancy Information Pack**

*Closing Date: 26 January 2024*

*Interview Date: 5-9 February 2024*





The Diocese of  
**Southwark**

December 2023

Dear Candidate,

I am delighted that you have expressed interest in the role of Fundraising Manager based at Christ Church, Brixton Road and St Matthew's, Elephant and Castle, and I hope that you will find the information provided in this pack helpful.

This is an exciting opportunity to join our new leadership team at the start of a new season as we seek to establish and grow new worshipping communities within our two bilingual (English and Spanish) churches in the Brixton area. We are excited by this project and hope that this will provide an opportunity for someone who is passionate about raising income and supporting church growth.

We are looking for someone with the right combination of skills and experience to build on our successful fundraising from trusts and foundations, corporate and community fundraising, as well as wider knowledge and experience to develop a new individual giving funding stream.

If you feel called to be part of this journey and have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

If you would like an informal discussion about the role, then please feel free to contact me.

Yours sincerely,

Revd Dr Hugo Adán Fernández

[rector@stmatt.co.uk](mailto:rector@stmatt.co.uk)



## Diocesan Vision

**To Serve our Communities, Share our Faith, with great joy and gladness  
Be the Church; a people with hearts on fire, loving God, walking with Jesus  
and led by the Spirit**

## Job Description

|               |   |
|---------------|---|
| Job Title:    | Fundraising Manager   |
| Salary:       | £24,000 per annum (40,000 FTE)  |
| Employer:     | Diocese of Southwark  |
| Hours:        | 3 days/21 hours per week (with some Sunday and evening work required)   |
| Contract:     | Fixed term - four years (with a potential extension subject to funding)   |
| Location:     | Christ Church, 90 Brixton Road, SW9 6BE and St Matthew's, Meadow Row, SE1 6RG   |
| Reporting to: | Director of Operations  |
| Background:   | <p>This is an exciting opportunity for a Fundraising Manager to play a key role in helping two churches with bilingual ministries to grow and thrive.</p> <p>Christ Church, Brixton Road working in partnership with St Matthew's Elephant and Castle has been identified as one of those places in the Diocese of Southwark where there is a clear opportunity for growth. As the result of a successful bid by the Diocese of Southwark we have obtained the funding for this post from the Church of England's Strategic Development Fund.</p> <p>We want to appoint a Fundraising Manager to join our leadership team at the start of a new season and ensure we realise our vision through the financial sustainability at Christ Church Brixton Road and at St Matthew's.</p> |
| Job Purpose:  | <p>Reporting to the Director of Operations, the Fundraising Manager will be at the heart of our growth and development as they play a key role in delivering our plans to drive sustainable income growth. This will include a focus on three key areas: increasing regular giving, ensuring regular income from hiring our spaces and fundraising for all our social programmes, especially Agape. This is a developing role with huge potential to contribute to our growth as a church committed to social justice. The Fundraising Manager will also have the exciting challenge of leading fundraising efforts to celebrate Christ Church's 125th Anniversary in 2027.</p>   |

## Our Values

**Effective Stewardship of resources  
Respect for all**

**Collaborative Team Working  
Transparent Accountability**



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Key Relationships: Director of Operations  
Incumbent  
Church Leadership Team  
Parochial Church Council (PCC)  
Archdeacons of Lambeth and Southwark  
Diocesan Giving Team  
Strategic Development Fund (SDF) Project Manager and the Diocesan Core Project Team

### Key Role and Responsibilities:

- Focus on generating income growth for the parishes of Christ Church and St. Matthews and Agape, the community missional project.
- Agree annual funding targets and manage timelines, taking the lead to instigate and coordinate the activity that will achieve them.
- Working with the administration teams, increase hiring income at both churches, marketing available spaces and generating new rentals through an active social media presence.
- Create and maintain a grant programme prospect pipeline, submitting and tracking applications and liaising with funders at all stages of the process. Research potential new funders.
- Build community fundraising partnerships with local companies, groups and events.
- Prepare and write engaging proposals, applications and presentations for funders.
- Support the clergy team in encouraging the growth of regular financial giving by helping resource annual programmes, regular communications and showing appreciation for the valuable contributions of the congregation.
- To develop digital giving opportunities.
- To mentor and encourage volunteers and nurture a fundraising group at both churches
- Ensure systems are in place to guarantee all Fundraising/Grant reporting requirements are met, and that communications are appropriate and timely.
- Maintain accurate records, complying with policies on confidentiality, data protection and fundraising good practice.
- Report regularly on all areas of fundraising, including producing financial reports as requested.
- Liaise with Parish leaders, ensuring that they are well informed and able to support key initiatives.

### Person specification:

#### Essential

- Demonstrable experience of successful fundraising:
  - Experience of developing or contributing to a successful fundraising strategy.
  - Experience of building a strong funding pipeline and generating leads for a fundraising programme.

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- Experience of raising income from a range of sources, including individual giving.
- Commitment to the Code of Fundraising Practice
  
- Outstanding communication skills:
  - Excellent written and spoken communication skills, with the ability to communicate passionately.
  - Persuasive presentation skills, able to use appropriate communication tools and techniques, engaging with all stakeholders.
  
- Effective relationship builder:
  - Able to establish and maintain positive working relationships with others, both internally and externally.
  - Able to keep regular givers engaged and seek out new ways to promote giving.
  - Able to identify, cultivate and build fruitful relationships with donors.
  
- Excellent organisation skills
  - Self-motivated.
  - Able to prioritise and multitask, working on own initiative.
  - Excellent attention to detail and able to prioritise and focus, producing work that is timely, accurate and of high quality.
  - Strong numeracy skills, with the ability to develop budgets, monitor and manage financial information.
  
- Effective leadership skills
  - Able to assess and judge risks and take clear decisions.
  - Enthusiasm for working collaboratively in a small and developing team, with the positive and approachable attitude, tenacity and innovative problem solving this requires.
  - Able to contribute to the development bids to meet the parishes' objectives of catholic social mission.
  - Commitment to professional development, seeking opportunities to learn new skills in a developing role.
  
- A willingness to work in a Christian environment and to be sympathetic to the catholic missional ethos of the parishes.

### Desirable

- Experience in fundraising management.
- Knowledge of the workings and structures of the Church of England.
- A knowledge of Spanish, and/or a willingness to learn.

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## DIOCESE OF SOUTHWARK

### Fundraising Manager

#### Outline terms and conditions

#### Normal Place of Work

Christ Church Brixton Road, 90 Brixton Rd SW9 6BE and St Matthew's, Meadow Row SE1 6RG

#### 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.

#### Length of contract

The post is funded for a fixed term for 4 years with the potential for an additional year dependent on funding.

#### Salary

The post has the salary of £24,000 per annum. (£40,000 FTE)

#### Probation

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

#### Hours of work

3 days/21 hours per week with some Sunday and evening work required (Time off in Lieu can be taken for work that is in addition to the 21 hours/week).

#### Holiday Entitlement

You will receive 26 days annual leave per annum pro rata, increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> 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.

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#### **Pension**

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

#### **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.

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