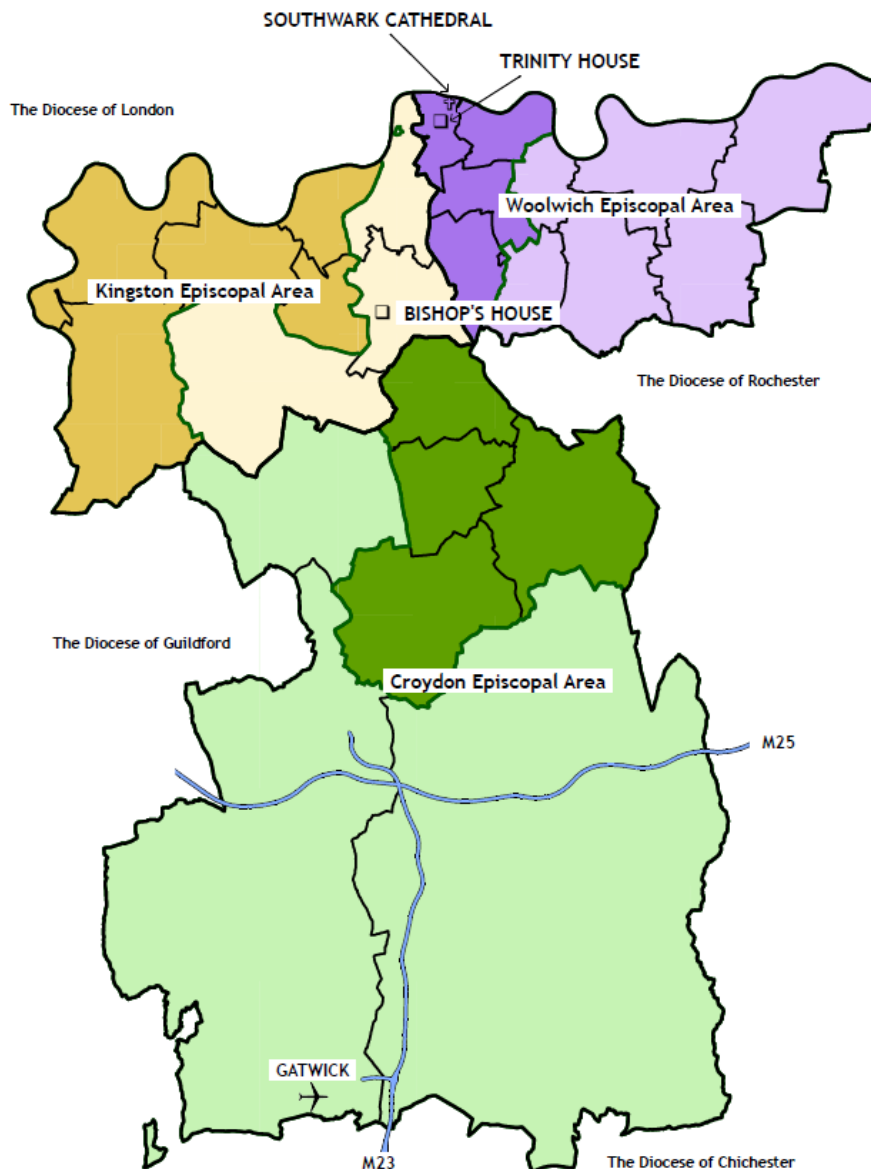


The Diocese of Southwark

Digital Giving Advisor

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

Job Information Pack





The Diocese of
Southwark

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Dear Applicant,

I am delighted that you have expressed interest in our role of Digital Giving Advisor. I hope that you will find the information provided 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.

We are looking for a good communicator who is excited by God's generosity and provision, and keen to encourage and support our diverse parishes as they embed digital giving. Digital Giving is becoming an increasingly important income stream for churches. 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.

This role was occupied by someone working part-time, focusing on supporting parishes with digital giving, training and communications. It might suit someone who is a recent graduate and who is looking to develop their experience in digital fundraising, communication and stewardship. Alternatively, a full-time opportunity could comprise parish support alongside key projects, especially expanding the use of the Parish Giving Scheme. Many of our staff work flexibly, including part-time. Please indicate in your application and talk to us at the interview about the flexibility you need.

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, the Generous Giving Advisor, and many colleagues, both within the Diocese and nationally, to promote and develop a culture of generosity, encourage increased digital giving, 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

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: Digital Giving Advisor

Offered flexibly as a part time role covering core day to day parish support for digital giving and communications, or a full time comprising specific projects including promoting the Parish Giving Scheme.

Reporting To: Director of Giving and Parish Funding

Location: Trinity House, Borough High Street

Background:

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.

Digital Giving is a vital and growing income stream for our parishes. Southwark Diocese has been at the forefront of introducing digital giving, both as one of the Church of England's pilot dioceses and as the pioneer of the "Try before You Buy" scheme. This role will continue to resource and equip our parishes with the ever-changing technology, and enable our parishes to use contactless and online giving in more giving and fundraising scenarios. For the last two years Southwark Diocese has been the diocese with the highest percentage of parishes using at least one form of digital giving, and we wish to make further progress as well as increase giving and good practice.

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 50% 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.

Job's Purpose

We are seeking a collaborative person who would enjoy working with our diverse churches and their volunteers, continuing to build and inspire digital giving across Southwark Diocese.

- Are you excited by God's generosity and believe in people and communities being generous disciples of Christ?
- Do you have the enthusiasm and communication skills to help lay and ordained people across our diverse Diocese to use digital giving mechanisms?
- In these challenging times, would you enjoy supporting parishes to explore every way they can enable giving, investigate new income streams or seize the opportunity of digital fundraising?

Are you interested in church or charity fundraising and looking for a new challenge?

No prior knowledge of digital giving mechanisms is needed - full training will be given. Would you like to join us, be willing to learn and work with us as we seek to be a Diocese that is Christ-centred and outward focused? If so, please read on.

You will work with the Director of Giving, the Generous Giving Advisor and many colleagues, to promote and strengthen our culture of generosity and encourage increased digital giving.

This post was part-time but can be expanded to a full-time role. We are looking for a minimum of 21 hours and are happy to offer a flexible working pattern. Where this role is offered as a full time position, you will have the opportunity to expand the use of the Parish Giving Scheme as well as offer resources and support to congregations to make a real difference in growing the Kingdom of God through the Southwark Vision for Growth.

Key Responsibilities

Encouraging Generous Giving

As part of the Giving Team, to inspire and nurture a culture of generosity; working with and through others to deepen understanding and outworking of generous giving on a personal and congregational level across our diverse Diocese.

Digital Giving and Fundraising

To work strategically and practically to maximise the use of online and contactless giving in our parishes

Develop up-to-date product and development knowledge of current and emerging technology.

Provide technical support and respond to parish queries in a friendly and timely manner to find solutions to their digital issues. This may require liaising with hardware and software providers, and the National Giving Team.

Provide training for parishes and deaneries (both in-person and online), offering bespoke one-to-one support for parishes and their officers and volunteers, including setting up units and online giving pages.

Gather and analyse statistical and other data on contactless and online giving across our Diocese. Monitor and evaluate progress, identify challenges and opportunities and working with the Director of Giving use this to inform current work and future strategies.

Update and communicate good practice and share learning through our website, social media, blog posts, twitter, regular newsletters, case studies and online resources. Maintain and develop parish resources eg pewcards, posters etc to encourage best practice, such as the use of QR codes.

Administer and promote the use of the Diocesan contactless giving machines through the "Try Before You Buy scheme".

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	
The ability to communicate in a clear and lively manner both in writing and verbally	An understanding of the structure, breadth and dynamics of the Church of England
To be numerate, with experience in Excel, and the ability to use spreadsheets for data collection and preparing accurate reports using data	Have experience of co-ordinating, planning and leading training sessions
Experience of successfully delivering projects	Having relevant experience in a Christian Stewardship and /or Fundraising role
Experience of working with volunteers	Graduate, a degree or equivalent level of education
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	Experience using websites and social media for promoting topics/learning
An interest in and willingness to learn more about digital giving (contactless, online giving and QR codes) and fundraising	An understanding of His Majesty's Revenue and Customs (HMRC) regulations regarding Gift Aid
The ability to plan and organize workload, work to deadlines and manage conflicting priorities	Experience with creating and leading presentations to other professionals or members of the community
A friendly and supportive manner with an ability to develop good relationships and be proactive in seeking solutions to help churches.	
Good IT competency in Word, Excel and PowerPoint	
Ability to deal sensitively and diplomatically with a range of people	
Ability to maintain a high level of confidentiality	
A willingness and ability to work evenings and weekends as required	
A car driver, or able to travel to all parishes within the Diocese	
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	
Be self-motivated, with the ability to work well both independently and as part of a team	

DIOCESE OF SOUTHWARK

Digital Giving Adviser

A flexible role - part or full-time. We are looking for a minimum commitment of 21 hours per week.

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. Your normal place of work is Trinity House, but we currently allow some working from home with prior agreement of your head of department. We would expect you to be working in Trinity House for 50% of your working week.

Salary

The post has a FTE salary of up to £38,000 per annum, depending on experience, with salary progression on gaining of experience and achieving of learning objectives.

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 21 and 35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but 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 the Director of Giving, 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. 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 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.

The Diocese of Southwark serves...



2.8 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 106 church schools
educating more than
37,000 young people

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.

DIOCESAN STAFF PURPOSE

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.

DIOCESAN STAFF AIMS

- 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.