



**The Diocese of
Southwark**

Church Buildings Fundraising Support Officer

Job Information Pack

Closing date: 07/01/2024

Interviews: 25/01/2024



Our Values

**Effective Stewardship of resources
Respect for all**

**Collaborative Team Working
Transparent Accountability**



The Diocese of
Southwark

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Dear Applicant,

I am delighted that you have expressed interest in the role of Church Buildings Fundraising Support Officer. I hope that you will find the information provided in the pack helpful.

Church buildings are crucial for our mission and ministry - but the challenge of keeping and maintaining them can be enormous. This opportunity to offer a greater level of support to our parishes as they seek to serve their communities will help parishes to experience their churches more as places of great blessing and joy and opportunity. By boosting available professional support to enable parish clergy and volunteers to access grant-money for building-projects, this role will help foster robust and flourishing congregations, and release resources, energy and potential for mission and outreach.

The Diocese has been a grant awarded over two years, as part of a new national Church of England 'Buildings for Mission' initiative which will see £9 million shared with dioceses for providing specialist advice to parishes as well as distributing small grants. This new full-time role will offer parishes advice on making repairs and improvements to church buildings, particularly supporting them in capital fundraising, as well as wider guidance on the sustainability of church buildings. The role is currently funded until the end of 2025, but with the possibility of continuing beyond then, subject to future available funding.

This new post offers the right person a unique and interesting opportunity to make a difference to worshipping communities across South London and East Surrey. If you feel called to be part of our 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, ahead of any application, please don't hesitate to contact me.

With best wishes,

Jackie Pontin
Deputy Diocesan Secretary

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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

JOB DESCRIPTION

Job Title:	Church Buildings Fundraising Support Officer
Department:	Secretariat
Hours of work:	35 hours per week
Location:	Trinity House, Borough High Street
Reporting To:	Deputy Diocesan Secretary
Contract:	Full-time fixed-term contract, initially to end of 2025, with possibly to extend - subject to a future successful funding bid.
Job Purpose:	<p>To provide specialist advice and - where appropriate - 'hands-on' assistance to parishes on grants applications and other means of capital fundraising, for maintenance/repair/conservation of church buildings and capital improvement-works projects.</p> <p>To offer encouragement, help and support to parishes in developing strategic financially-achievable approaches to maintenance/repair/conservation and sustainable use of their church buildings, including community engagement and wider uses, as well as energy-efficiency and reducing carbon emissions.</p>
Key relationships:	<ul style="list-style-type: none">• DAC Secretary• Assistant Secretary to the DAC• Archdeacons• Diocesan Secretary• Deputy Diocesan Secretary• Bishop's Lead for Strategic Development• Director of Giving• Director of Finance• Director of Mission• Head of Justice, Peace and the Integrity of Creation (JPIC)• Diocesan Environment Officer• Net Zero Carbon (NZC) Programme Manager

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Background:

The Church Buildings Fundraising Support Officer is a new role which uses partnership funding generously awarded by the Church Commissioners through the 'Buildings for Mission' grant scheme, to provide frontline support to parishes in Southwark Diocese on capital fundraising for the maintenance/repair/conservation and use of church buildings. This will help ensure that church buildings remain open and sustainable in the long term, and that they are available to the wider community for diverse use in a way which is complementary to worship and mission, and in line with our Diocesan Vision to be Christ-centred and Outward-focused in all we do. Southwark Vision's developing priorities and objectives towards 2035 include all churches having a well-thought-through Mission Action Plan, and reviewing our church buildings to ensure that they are fit for mission.

The intention is that the post-holder will focus on 'hands-on' assistance to our top priority churches identified through collaboration with Archdeacons, the Director of Mission and our Church Buildings & DAC team of approx. one church per deanery (twenty-five), together with regular advice and support to around fifty further churches (ongoing) and to be available to others on a more *ad hoc* basis. This would mean about half the total churches in the Diocese receiving the benefits of this bespoke role. This is only an initial approximate assessment of need, and is intended to be flexible rather than rigid.

In doing so, churches with fabric and repair/conservation problems will be better able to access funding that means they are put in better condition, thereby better able to remain open and sustainable. This will help foster robust and flourishing congregations and release resources, energy and potential for mission and outreach. This would link up with other initiatives such as the Diocese's Net Zero Carbon project.

The role will provide a parish-facing frontline post, to complement existing staff roles (including the DAC Secretariat), helping to fulfil the Diocesan staff-teams' aims to serve, support and enable the mission of God in parishes. The post-holder's work will assist in furthering a number of the Diocese's Strategic Objectives for growth (including to grow average weekly church-attendance and to grow financial resources), and Annual Objectives for 2024, particularly:

- To consider how the DAC can enhance its guidance, advice and support to all parishes for the cost-effective and sustainable management of church buildings
- To develop guidance to all parishes in the stewardship of their property assets, including upcoming legislative environmental changes, mindful of the mission and ministry imperative
- Working with Archdeacons to increase giving, financial resilience and 2025 pledges from a selection of parishes, mindful of the target to reach 66% of parishes being self-financing by 2030
- Continue to give support to parishes where they lack volunteers in critical roles, e.g. treasurers and churchwardens, and develop new strategies
- Continue to embed initiatives to support clergy wellbeing during times of change and uncertainty

The Diocese regards this as an important role, and is committed to ensuring the postholder would benefit from and contribute to our stated core staff values which include collaborative team-working. We have a well-developed culture of collaboration and support for our Archdeacons and other Diocesan leaders with regular opportunities for them to meet with Diocesan colleagues.

The post-holder would be located within Secretariat, which is the administrative centre for the Diocesan office, and which includes our Church Buildings team, Strategic Development team, and Parish Funding / Giving team. An organisational diagram is included at the end of this pack.

The Diocese has previously partnered with Historic England to provide an Historic Churches Support Officer, and the person to fill this new role would develop the work of their predecessors.

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Detailed Duties:

Capital Fundraising

- Promote and facilitate access to sources of grant-funding, and encouraging parishes to think imaginatively about capital fundraising strategies and income-generation to maintain and develop their buildings, including to move towards Net Zero Carbon.
- Give advice and assistance to individual parishes on capital fundraising for works to church buildings, including: identifying possible sources of funding; advising on making grant-funding applications and assisting parishes where needed; and helping parishes develop broader financial strategies (including possible income-generating activities).
This will involve having one-off or regular meetings with parishes, both in-person (at churches or office-based) and - where appropriate - through video-conferencing.
- Develop good knowledge and understanding of possible sources for grant-funding at national, regional and local level, and keep abreast of new opportunities and changes in the grants-giving sector. Be responsive to short-notice deadlines.
- Working with the Diocesan Giving team, provide guidance to churches on fundraising, in particular to identify potential revenue and funding sources for events, activities and new facilities, help prepare applications and carry out project development.
- Maintain relationships / proactively build and develop new relationships with key grant-making bodies (e.g. John Marshall's Charity, ChurchCare (Church Buildings Council), the National Lottery, the Surrey Churches Preservation Trust, the National Churches Trust, and Benefact Trust), and other sources of funding support and partnership including Local Authorities. Take responsibility as point of contact.
- Keep abreast of major projects and proposals being considered by the DAC, and identify opportunities to offer support.
The postholder will usually be expected to attend DAC site visits, and monthly DAC committee-meetings as required.

Church buildings strategic thinking

- Offer encouragement, help and support to parishes in developing strategic financially-achievable approaches to maintenance/repair and sustainable use of their church buildings, including community engagement and wider uses.
- Liaise closely with key colleagues and other diocesan staff in signposting and offering assistance to parishes on making their buildings fit-for-purpose and sustainable, especially in delivering the aims and objectives of Southwark Vision. This will include working alongside Net Zero Carbon specialist colleagues in furtherance of environmental objectives to address climate change.
- Under the guidance of the Diocesan Secretary / Deputy Diocesan Secretary / Bishop's Lead for Strategic Development, to work collaboratively with parishes, diocesan colleagues and others to

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integrate thinking about church buildings with mission and ministry planning, to unlock the potential of church buildings for mission and community outreach.

Grants distribution

- Work with the DAC Secretary, Archdeacons and Diocesan Secretary in allocating grants from John Marshall's Charity to churches for their building projects.
- Administer the Minor Repairs and Improvements Grants Fund, which is aimed at long term sustainable use of church buildings. In particular: identify suitable projects, work with PCCS to obtain specifications and help carry out procurement, as necessary.
- Working with colleagues on the Net Zero Carbon programme, help administer a grants fund for energy-saving measures, ensuring effective coordination with the Minor Repairs and Improvements Grants Fund as necessary.

Communications

- Collaborate with the Communications Department to communicate fundraising news (and application deadlines) and guidance to parishes, as well as assisting with communications for wider church-buildings-related topics including celebrating and sharing news of successful grants awarded and projects completed.

Training, events and CPD

- Deliver appropriate capital fundraising training opportunities in-person and online, including organising workshops and participating in other diocesan-organised events.
- Develop useful information and resources (particularly online, through the diocesan website) giving guidance to parishes on grants and capital fundraising.
- Attend conferences and round-table events on capital fundraising and church-building development, representing the diocese when requested to.
- Take responsibility for personal/professional development in capital fundraising, attending suitable training events run by the Cathedral & Church Buildings Division, and other bodies and organisations, and reporting back to colleagues.

Monitoring & Evaluation

- Be responsible for taking a leading role in the Diocese's participation in ongoing/periodic monitoring and evaluation activities, as required by the conditions of the Archbishops' Council funding for the Support Officer role and the Minor Repairs and Improvements Grants.

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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.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

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.

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Person Specification

Essential	Desirable
Qualifications and Experience	
Ability to travel to all parishes within the geographical area of the diocese	Holder of current clean driving licence and access to own vehicle
A relevant* degree, equivalent qualifications or relevant experience * <i>“relevant” might include: fundraising / financial; community development; volunteer management; heritage/cultural/community management; project-management; heritage / buildings / construction</i>	A relevant* post-graduate / professional / vocational qualification
	Membership of a relevant* professional body
Knowledge and experience of heritage / community / religious grant-funding sources and how to access them	Knowledge and experience of grants / fundraising, including Trusts & Foundations, and statutory funders (local and/or national government)
Prior involvement in charitable fundraising for places of worship / charities / not-for-profit sector	Relevant experience in capital-fundraising role, e.g. church buildings, Lottery Funding bids
Experience of working with building owners/volunteers and wider community groups to build capacity and understanding	Experience of working with volunteers in charitable / faith-based / community organisations
Experience of handling applications / casework / administrative procedures	Experience of processing and/or deciding applications for grants
Experience of writing fundraising bids or completing grant-applications	
Skills and Knowledge	
Understanding of what is required for long-term and ongoing maintenance and sustainability of historic buildings / community buildings / places of worship	Understanding of and interest in issues facing building owners/volunteers and others in relation to the environment and Climate Change, as well as other threats/challenges to historic buildings
Understanding of project finances, budgets and cash-flow	Experience of managing/overseeing project finances, budgets and cash-flows
Abilities in persuasion and advocacy, problem-solving, decision-making, project-planning, programme-management, research, and attention to detail	Ability to write project-plans, reports and policy-papers
Awareness of organisational-structures within the Church of England; Awareness of historic buildings legislation (Listed Building Consents, Conservation Areas) and the planning process generally	Knowledge of legal frameworks relating to places of worship, including: management and financing of church buildings; the Ecclesiastical Exemption / Faculty Jurisdiction

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Ability to understand proposals for building-works, through interpreting technical drawings/plans	Knowledge and understanding of the conservation of traditional buildings
Appreciation of ecclesiastical architecture and historic buildings	Knowledge of ecclesiastical architecture and art history
Excellent interpersonal, verbal and written communication skills, and ability to influence organisations and groups	
Understanding of (and ideally prior involvement in) developing complementary (community and/or commercial) uses for historic buildings and/or places of worship	Awareness of income-generating opportunities for heritage and/or religious and community buildings
Ability to present/deliver in-person and online training, and to organise such events	
Good IT skills, and familiarity with Microsoft Office (including Outlook, Word, and PowerPoint)	Websites and social media skills/knowledge
Good numeracy skills, including experience in Excel and use of spreadsheets for analysis and reporting	
Understanding of VAT issues, including relevant HMRC (His Majesty's Revenue & Customs) regulations and guidance	
<i>Personal Qualities and Behaviours</i>	
A positive regard for and understanding of the vision, aims and ethos of the Diocese of Southwark and the Church of England, and the challenges they face	Appreciation of the structure, breadth and dynamics of the Church of England, including different strands of church traditions within Anglicanism
Interest in and enthusiasm for places of worship, community buildings, and historic buildings; and ability to empathise and engage with community groups and with issues facing the historic environment	
A common-sense and pragmatic 'can-do' attitude; able to work resiliently under pressure	
A proactive and creative self-starter with initiative, and the capacity to: work with minimal supervision, prioritise effectively and work to deadlines	
People - orientated; ability to work with people from diverse and wide-ranging backgrounds; patience, tact, sensitivity, diplomacy, politeness, sense of humour; friendly and approachable; ability to explain complex issues to a non-specialist audience	

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Collaborative team-player, and supportive of colleagues; able to build/maintain/develop relationships with crucial stakeholders (including Local Authorities and grant-giving bodies)	
A willingness to work flexibly, including occasional evenings and weekends	

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DIOCESE OF SOUTHWARK

Church Buildings Fundraising Support Officer Full time- 35 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 will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary of £42,000 dependent on previous experience.

Probation

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

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.

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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.

2. 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 primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen 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 priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey

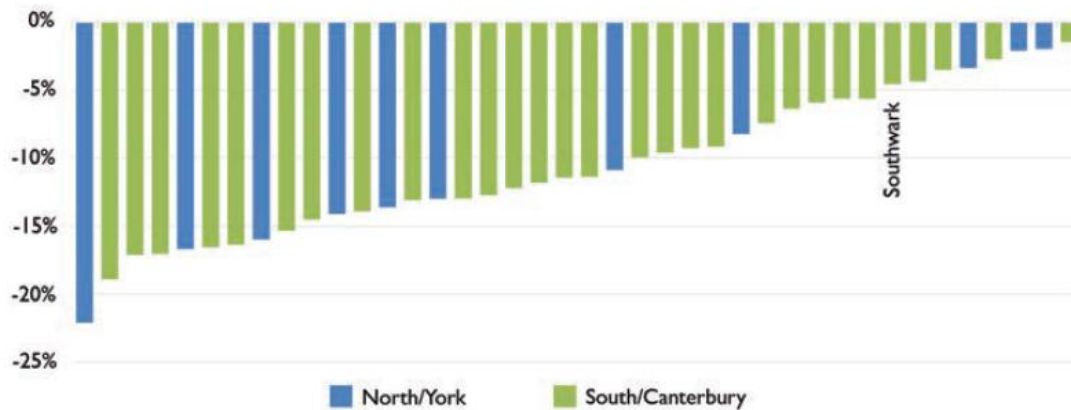


through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaconries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

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 who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

Trinity House

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.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

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 Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



SOUTHWARK VISION 2017 -2025 HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.

Diocesan Staff Values

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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 practise.
- 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.

Diocese of Southwark: diagram showing the staffing context for Church Buildings Fundraising Support Officer role

