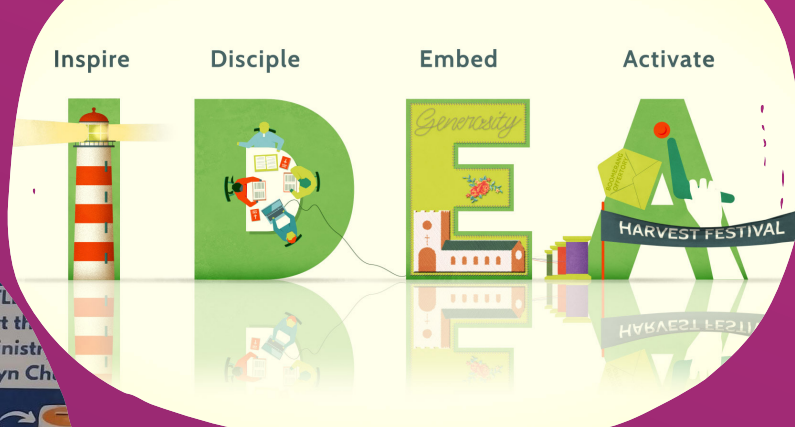


Inspire

Disciple

Embed

Activate



GENEROUS GIVING ADVISOR RECRUITMENT PACK

JANUARY 2025



ABOUT US

The Diocese of Truro includes over 300 churches in more than 200 parishes across the whole of Cornwall (plus two in Devon) and the Isles of Scilly, an area of 1,370 square miles.

The diocese is divided into two pastoral administrative areas, called archdeacons, and these contain groups of parishes called deaneries. The Archdeaconry of Bodmin and the Archdeaconry of Cornwall contain 12 deaneries in total, six in Bodmin and six in Cornwall.

The 17th Bishop of Truro, the Rt Revd David Williams is likely to be in post in Spring 2025.

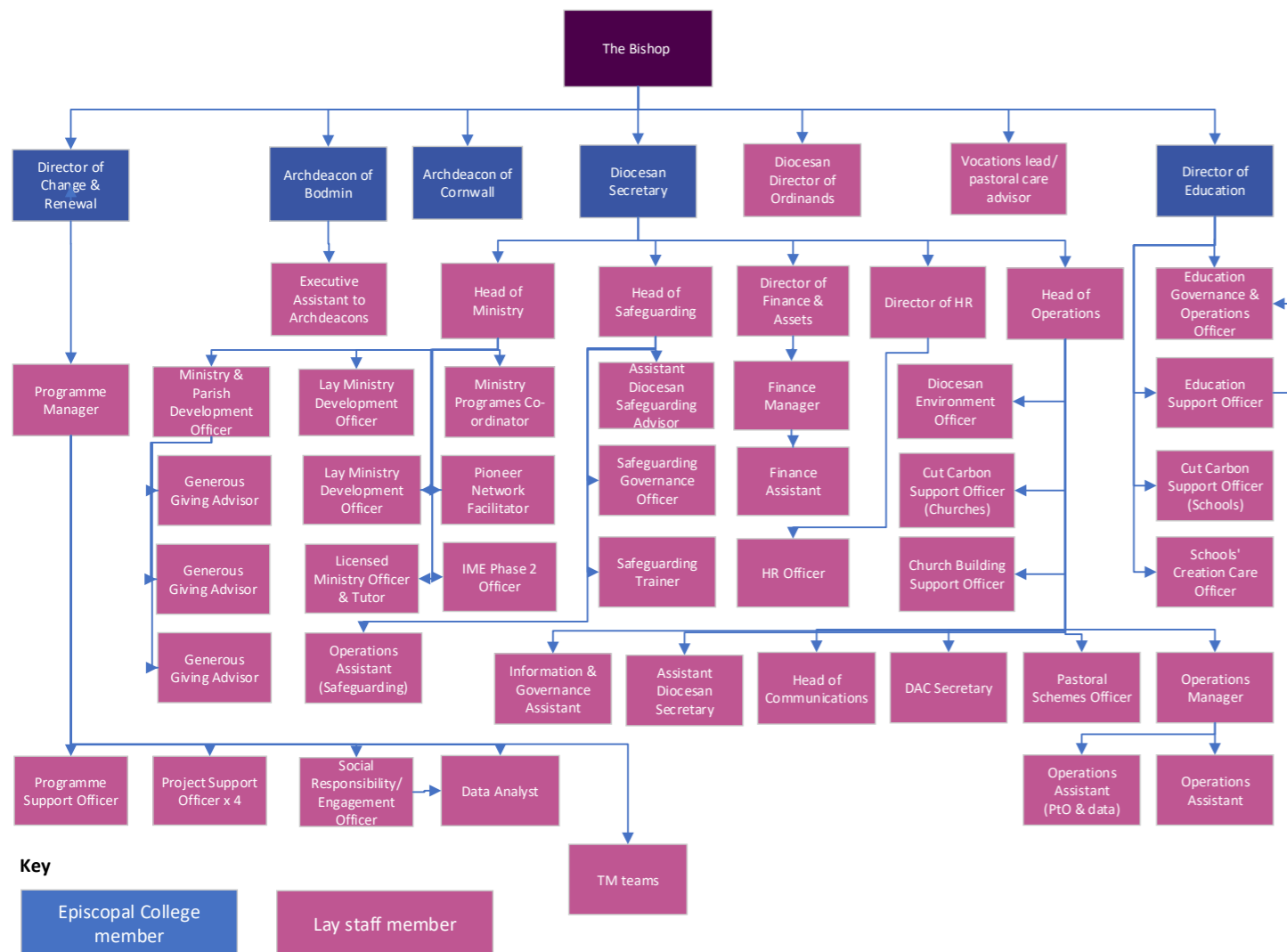
The diocese is one of 42 in the Church of England and although we are a 'young' diocese, formed on 15 December 1876 from the Archdeaconry of Cornwall in the Diocese of Exeter, the Christian faith has been alive here since at least the 4th century AD – more than 100 years before there was an Archbishop of Canterbury. And Cornwall had its own bishop at St Germans until the latter part of the 10th century.

Our vision is for Fruitfulness and Sustainability - in our churches and parishes, in our communities and schools, in our deaneries and as a whole diocese.

We have plans for fruitfulness and sustainability. Deanery Plans are being implemented.

Our **Diocesan Plan** priorities:

- Patterns of Ministry for a fruitful and sustainable church,
- Children, young people and families, and
- Serving disadvantaged communities.



ROLE DESCRIPTION

JOB TITLE
Generous Giving Advisor

STANDARD WORKING HOURS
17.5 hours per week

SALARY
£28,091 - £33,708

LOCATION
Home working & The Old Cathedral School, Truro

RESPONSIBLE TO
Ministry Development & Inclusion Officer

THIS ROLE IS SUPPORTED BY
The National Giving Strategy team & Regional Advisor
Dedicated administrative support

KEY PURPOSE OF THE ROLE
The post holder is responsible for the delivery of the Diocese of Truro's Giving strategy including the National Giving Strategy across the diocese, providing guidance, support and training to parishes and clergy to encourage generosity.

DBS CHECKED
No

KEY RELATIONSHIPS
Diocesan team colleagues, Diocesan Secretary, Parochial Church Councils (PCCs), Treasurers, Clergy, Rural Deans.

BACKGROUND

The Generous Giving Advisor sits within the Parish Facing Support Service (part of the Ministry team), which supports parishes in, among other things, the practical aspects of Christian discipleship, especially the use of their time, skills, financial income, and environmental stewardship.

Since 2021 the Generous Giving Team have been working to implement the national giving strategy and encourage generosity in churches across the diocese. As part of the National Giving Strategy, 50 contactless devices were allocated to churches in the Diocese in May 2023, with an ongoing support system in place locally and nationally. The rollout success has prompted numerous additional parishes to explore digital giving for the first time.

The National Giving Strategy is to 'build a generous church' and has three key priorities:

1. To improve the quantity and quality of giving advisor support for churches,
2. To embed contactless and online giving within 80% of parishes by 2025,
3. To improve support, guidance and training for clergy, parishes and dioceses.



MAIN DUTIES

DELIVERY OF STRATEGY AND PLANNING

To work proactively to develop fruitful relationships with parishes and deaneries to deliver a plan to achieve the Diocese of Truro's Generous Giving Strategy and objectives at parish, deanery, and diocesan level, within 10 years, by:

- Working with Rural Deans, other deanery finance officers, parish clergy, treasurers, PCCs and Deanery Implementation Teams to facilitate the development and implementation of Generous Giving initiatives at deanery and parish level;
- Encouraging and enabling 'intentional discipleship' at deanery and parish level, with the aim of creating a culture of generosity built on strong theological foundations;
- Developing, using the National Giving Strategy resources, and delivering a "Generosity Toolkit" including workshops and webinars at deanery and parish level to promote practical giving.
- Identifying local need for additional support to church officers at the Parish level; identifying and equipping volunteer roles such as treasurers and giving officers at deanery and parish levels.

PROMOTING GENEROUS GIVING

- To promote, and facilitate sessions, to develop a congregation's understanding as to how mission and the role of the church in our communities can be supported through generous giving and to provide support for parishes wishing to carry out a giving or similar campaign or reviews;
- To develop resources which support priests in their need to teach on related discipleship and stewardship themes;
- To promote a deeper understanding of the principles of Christian stewardship in all its aspects;
- To provide workshops at deanery and parish level using the Generosity Toolkit;
- To work with Ministry team colleagues to identify opportunities to include generosity in clergy, reader and lay ministry training;
- To develop good practices in the growth and stewardship of parish resources, including caring for the environment;
- To visit parishes and support in the set up and develop the technical side of online and contactless giving
- To actively seek opportunities to visit and present to parishes and deaneries;
- To provide or facilitate training on Christian attitudes to money, and available resources particularly the Parish Giving Scheme;
- To encourage parishes to adopt a legacy policy through appropriate materials (CofE legacy packs and website etc).

PROMOTION AND ADVICE ON PLANNED GIVING

- To encourage the promotion of planned giving and the maximisation of Gift Aid within the parishes of the diocese through the provision of resources, initiatives and appropriate training for treasurers and planned giving officers;
- Promoting and providing advice and support on the various contactless and online giving systems with support from the national giving team;
- To provide advice and support for parishes considering or actively engaging with the Parish Giving Scheme and to maximise the use of, and benefit of this membership at parish level, including development of the community-wide PGS model including its use in the wider community.
- There is the opportunity to be digital lead within this team although this is not requisite.

HEALTH & SAFETY

- Adhere to the Diocese of Truro health and safety policy and procedure as well as any other related laws;
- Do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

SAFEGUARDING

- Champion, and adhere to, the Diocese of Truro's safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with own safeguarding training at the level appropriate to the role.

OTHER

- To undertake other duties, as may be required from time to time,
- To undertake relevant training required to best carry out the role, if required.
- This role will require the post-holder to travel extensively across the diocese to conduct meetings, and to deliver presentations, talks and training at times which fit in with the needs of parishes. It is important that the post-holder is able to be flexible with their time as their working hours will include evenings and weekends, with time off in lieu during 'normal' working hours.

This job description is a summary of the key areas of responsibility. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		Relevant professional or theological qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working in a missional, individual giving or stewardship role. • Experience of working with groups seeking to increase income (e.g. grant applications, community engagement, giving or enterprise). 	<ul style="list-style-type: none"> • Experience of working with clergy and parish officers. • Experience of working with statistical data and producing reports. • Experience of working with charities, faith organisations or groups, or with communities on faith-based projects
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of mission and growing the church. • Knowledge of approaches to build collaboration and build capacity. • Theological knowledge. 	<ul style="list-style-type: none"> • Understanding of how the Parish Giving Scheme works. • Understanding of how Gift Aid works. • Understanding of legacy policy. • Knowledge of stewardship and tools for giving. • General understanding of how the Church of England is structured.
SKILLS	<ul style="list-style-type: none"> • Excellent 'people' skills; able to quickly establish credibility and respect and build strong working relationships, • Ability to use theology to underpin stewardship, • Ability to persuade, lead, coach, inspire, support & motivate others, • Flexible and adaptable; able to identify opportunities and potential solutions in a variety of contexts, • Effective communicator in writing and verbally, confident in giving effective presentations, • Confident in, and able to use all usual office IT systems, • Able to manipulate and analyse financial and statistical data to achieve role objectives and report effectively, • Effective judgement and problem solving skills, • Excellent time management skills. 	
BEHAVIOURS	<ul style="list-style-type: none"> • Self-motivated and pro-active • Approachable and positive • Reliable 	
PERSONAL	<ul style="list-style-type: none"> • A living commitment to follow Jesus Christ, • Comfortable talking about Christian faith, • Strong personal code of ethics, integrity, diversity and trust, • Willing and able to travel across the diocese. • Willing and able to work some evenings and occasional weekends. 	

DIVERSITY

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

STANDARDS OF BEHAVIOUR & CONDUCT

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

GET IN CONTACT

T 01872 274351

E info@truro.anglican.org

www.trurodiocese.org.uk

The Old Cathedral School, Cathedral Close,
Truro, TR1 2FQ

