



The Diocese of Southwark

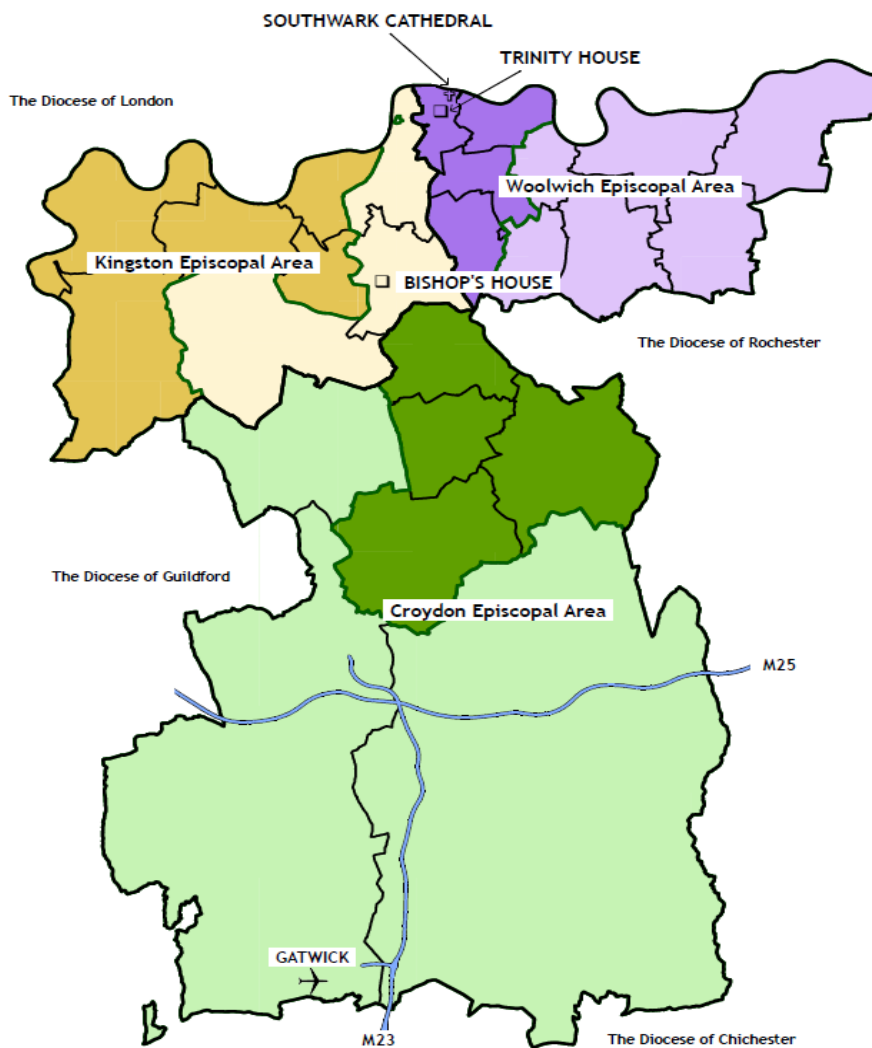
Generous Giving and Funding Advisor

An exciting role which suits flexible working for part-time or if a full-time role, a job-share.

Job Information Pack

Closing date: 14/02/2024

Interviews: February 2024





The Diocese of
Southwark

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Dear Applicant,

I am delighted that you have expressed interest in our role of Generous 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 generosity in their ministry and mission. One of the principles at the heart of the Bishop of Southwark's Vision for Growth is that of "generous giving and prayer supporting all we do". 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 Croydon and beyond! Parish income, however, has been impacted by the pandemic and the cost of living crisis.

This role is currently occupied by someone working part-time, focusing on parish support, training and communications. It might suit someone, lay or ordained, looking for a part-time opportunity, or who has another ministry role and is looking for an opportunity to develop their experience in communication, training and stewardship. Alternatively, a full-time or job-share opportunity could comprise parish support alongside key projects, especially developing legacy giving. 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 Digital Giving Advisor, and many colleagues, both within the Diocese and nationally, to promote and develop a culture of generosity, encourage increased personal and congregational 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

Diocesan Staff Purpose

To lead, 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:	Generous Giving and Funding Advisor
Hours of work:	Offered flexibly as a part time role covering core day to day parish support and training, or a full time/job-share role comprising specific projects including promoting legacies Fixed term: initially for 2 years with some funding from the National Giving Advisor Fund. We would hope to extend the role subject to funding streams.
Location:	Trinity House, Borough High Street
Reporting To:	Director of Giving and Parish Funding

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. One of the principles at the heart of the Bishop of Southwark's Vision for Growth is that of "generous giving and prayer supporting all we do".

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 50% of your time would be office-based to foster team-working and collaboration. Should two part-time posts be appointed we would ask both posts to overlap for at least one half day per week in the office for a team meeting and to enable effective communication. This post does require some flexibility and out of hours working to support evening and weekend activities - PCC meetings are in the evening, in person or on zoom, and preaching opportunities at weekends. You will be compensated for this with time-off in lieu.

Job Purpose:

We are seeking a collaborative person who would enjoy continuing to build and inspire a culture of generous 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 reflect upon gratitude, generosity, and resourcing mission in their communities?
- 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 legacy fundraising?
Are you interested in church or charity fundraising and looking for a new challenge?

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.

This is an exciting opportunity/(opportunities) part-funded by the Church of England Giving Advisor Fund. You will work with the Director of Giving, the Digital Giving Advisor and many colleagues, to promote and strengthen our culture of generosity and encourage increased personal and congregational giving.

Our current postholder works part-time and 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 focus upon and shape legacy giving 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

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.

Encouraging Generous Giving

To strengthen discipleship by encouraging the principles and practical aspects underpinning Christian generosity and giving, both in worship and other gatherings.

To work proactively with a breadth of parishes, (reflecting our demographic, economic and ethnic diversity), seeking opportunities to support their giving.

- Analysing current practice (both data and stories), understanding the financial situation of parishes, and helping them develop effective and creative giving practices.
- To help parishes in the planning of, advising upon and direction of giving programmes, and promoting good practice.

To develop giving materials, both personalized for parishes, and generally applicable.

To promote and maintain a pattern of engaging training in good stewardship and giving practice for our range of parishes.

To respond to invitations to visit and facilitate sessions with deaneries, congregations, clergy, treasurers, and PCCs to encourage and enable them to identify opportunities to resource their mission and enable parishes to flourish.

Promoting giving mechanisms

Encourage all parishes in the adoption of the full basket of giving mechanisms e.g., regular giving through the Parish Giving Scheme, contactless and online giving, use of QR codes, legacies and more.

To monitor and promote participation in the Parish Giving Scheme (PGS) including providing advice and support for parishes considering or actively engaging with the PGS and to maximise the use of, and benefit of, this membership at parish level.

To encourage participation in the national Generosity Week and find ways of engaging as a Diocese.

For a fulltime post: to shape and develop a growth strategy for promoting, encouraging and growing gifts in wills, legacies and in memory giving for parishes and the Diocese.

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. You will support this by

- being willing to promote the principles of the PSF;
- support the production of communications material and encourage generous but realistic pledges from across the Diocese. ([Please view our 2024 PSF booklet here](#))

Communication, training and support

To build and support good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.

To be responsible for updating our [website's giving pages](#) and helping with regular social media and parish communications.

To help prepare and deliver training events for treasurers, new incumbents and others, working collaboratively with Finance, Ministry and Discipleship, and other Diocesan teams.

To promote giving through Gift Aid so that parishes can maximise their income, offering support and parish training where necessary.

To signpost accounting, budgeting support and funding sources for specific projects, including working closely with colleagues across other departments.

To maintain links with the Regional and National Stewardship Network and other organisations. To act within the Code of Fundraising Practice.

Key relationships: Digital Giving Advisor
Incumbents, Churchwardens, Treasurers, Parish Gift Aid and Stewardship Officers.
Archdeacons
Diocesan Secretary and Secretariat
Other Diocesan departments including Financial Services, Press and Communications, Pastoral department (regarding grants and funding)
Regional and National colleagues

Health and Safety (include any specific requirements relevant to the job)

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.

Our Values

Effective Stewardship of resources
Respect for all

Collaborative Team Working
Transparent Accountability

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 proven 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 aimed at a variety of audiences
An understanding of diversity and cross-cultural dynamics	Graduate, a degree or equivalent level of education
Experience of successfully delivering projects	Having relevant experience in a Christian Stewardship and /or Fundraising role
Experience of working with volunteers	
Skills/Aptitudes	
An understanding of, and a commitment to the promotion of the principles and practice of Christian generosity and giving, and a willingness to develop further	An understanding of the challenges facing local churches
An ability to develop good relationships and work with representatives of the churches regardless of their church traditions	An understanding of His Majesty's Revenue and Customs (HMRC) regulations regarding Gift Aid and the process of making online tax recovery claims to HMRC
The ability to plan, advise upon and lead giving programmes	
The aptitude to understand finances, budgeting and budget management	
Good IT competency in Word and PowerPoint	
Organised, able to work to tight deadlines and manage conflicting priorities	
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	

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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	
Be 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	

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DIOCESE OF SOUTHWARK

Generous Giving Advisor

A flexible role – part or full-time. We are looking for a minimum commitment of 21 hours per week. As a full-time post it can be split into a job-share.

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. This post is a fixed term post for two years, part-funded by the Church of England Giving Advisor Fund but we would hope to extend it beyond this time frame.

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 parish visits may be required. 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 the salary range of £40,000 dependent on previous experience. This post is open to clergy and there is flexibility to discuss part time arrangements alongside ministry roles.

Hours of work

Flexible appointment 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.

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 pro rata, 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.

Our Values

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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

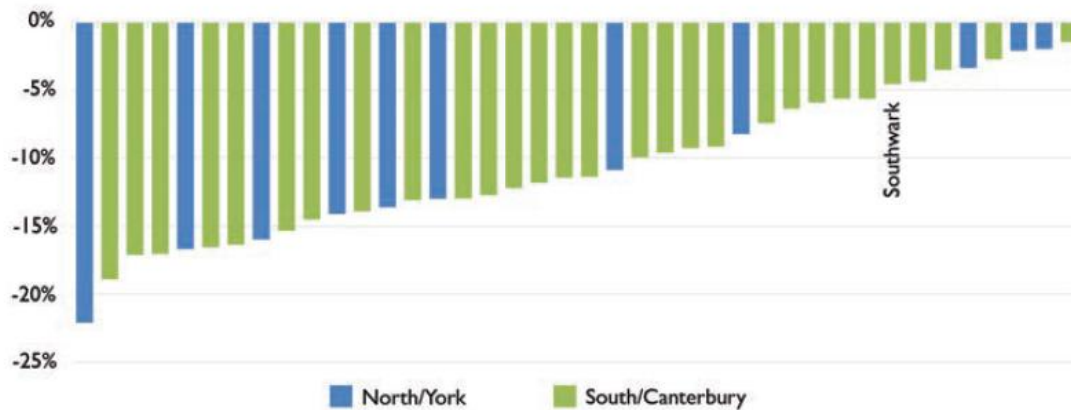


through 356 places of
worship — a Church of
England presence in
every community



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

Effective Stewardship of resources
Collaborative Team Working
Respect for all
Transparent Accountability

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.