

<b>Job Title</b>	<b>Development Officer: Projects, Giving and Generosity</b>
<b>Hours</b>	Full-Time (35 hours per week) <i>Note: occasional weekend and evening hours required</i>
<b>Salary</b>	£30,000 - £35,000 depending on experience
<b>Pension</b>	Membership of The Church Workers Pension Fund (non-contributory)
<b>Annual Leave</b>	25 days paid holiday per annum, plus Bank / Public holidays
<b>Contract Term</b>	Funding for this role is available initially for three years <i>Note: appointment subject to three months successful probation</i>
<b>Location</b>	Etheldreda House, 206 Wellington Road, Lancaster Way Business Park, Witchford, Ely, CB6 3NX <i>Notes: (i) travel around the Diocese (and occasionally beyond) required; (ii) a hybrid working policy is in place and a hybrid working arrangement, as agreed with the line manager, is available if required.</i>
<b>Reports to</b>	Programme Manager, who leads the Programme Management Team
<b>Team</b>	The Development Officer: Projects, Giving and Generosity will be a member of the Programme Management Team, which sits within the Mission and Ministry Department
<b>Employer</b>	Ely Diocesan Board of Finance (EDBF)

## Introduction

Generosity is at the heart of our faith. We believe in a generous God, and our own generosity is a testament and hallmark of our faith in action. The ministry and mission of each church is largely funded through the incredible generosity of those who give to it.

In furtherance of our Vision and Strategy ***To be generous and visible people of Jesus Christ***, Diocesan Trustees have agreed to invest in the support we offer to churches to grow their giving and generosity. This investment will help to embed our parish giving work within the Mission and Ministry Department, providing opportunities to link giving and generosity more intentionally with discipleship and the mission of the church, rather than viewing giving as a transactional function. It will also help to ensure a more cohesive approach to the support offered to parishes, church leaders, officers and volunteers.

We are, therefore, looking for someone who is passionate about making a difference to join our small, friendly Programme Management Team. You will enjoy working with people, be persuasive, patient and resilient, and appreciate the importance of our clergy and volunteers. The ability to motivate, help and enthuse volunteers, staff and clergy is vital to the success of this role.

## Role Description

### *Purpose:*

The Development Officer: Projects, Giving and Generosity will work as part of the Programme Management Team to support churches to implement ways of improving levels of giving and generosity. This work will involve contact with clergy and volunteers – notably but not exclusively treasurers and churchwardens – as well as liaison with other team members, Diocesan staff and the Church of England's National Giving Team.

The role will include promoting (i) the **Cornerstone** platform, (ii) the Parish Giving Scheme (PGS), and (iii) different forms of Digital (cash-free) Giving. You will also contribute to the work of other projects within the Mission and Ministry Department.

### *Reporting to:*

The Development Officer: Projects, Giving and Generosity reports to the Programme Manager and will work in the small Programme Management Team which sits within the Mission and Ministry Department.

### *Key contacts:*

Parish Clergy, PCC Treasurers, Churchwardens, Deanery Officers / volunteers, National Church Institutions' Officers, Diocesan staff (including Director of Mission and Ministry, Programme Manager, Finance Team, Archdeacons).

### *Key duties:*

As a member of the Programme Management Team, you will

1. Prioritise collaboration and good communication;
2. Support the development of, and work to achieve, team-wide priorities;
3. Be willing to assist and substitute for other members of the team as needed, and contribute to the wider Diocesan life as agreed with the Programme Manager.

As Development Officer: Projects, Giving and Generosity, you will

1. Work with the Programme Manager to develop and deliver an initial three-year strategy to support churches to implement ways of improving levels of giving and generosity;
2. Analyse data and prepare reports to recommend where resources can be targeted for maximum impact;
3. Obtain a good working knowledge of the tools, resources and training available to promote sound stewardship practice in churches;
4. Support the Programme Manager in raising awareness of the **Cornerstone** platform, articulating the benefits of this online tool, helping to run workshops with churches, and initiating appropriate follow-up action. Developed by the National Giving Team, **Cornerstone** is an online generosity tool available free of charge to all Church of England churches. It offers three distinct functions: Insights, Pathways and a comprehensive Grants database;
5. Promote regular planned giving, encouraging adoption of the Parish Giving Scheme by churches and givers through direct contact with relevant stakeholders;
6. Maximise income through the promotion and uptake of Digital Giving platforms, notably contactless donation devices and online / QR codes;

7. Manage, develop and promote our **Try Before You Buy** scheme, through which churches are loaned a contactless donation device for use on a trial basis before deciding whether to purchase their own equipment. This work includes supporting churches with setting up relevant accounts 'behind the scenes', creating campaign designs / images, providing ongoing support / troubleshooting, and monitoring use of the loan devices;
8. Liaise with the Development Officer: Communications to publicise giving and generosity-related work, and to find and promote good news stories;
9. Signpost churches to resources to support the optimisation of Gift Aid and Gift Aid Small Donations Scheme (GASDS) claims;
10. Be a visible presence in our churches, making a difference.

*Key objectives:*

1. Support and increase the number of churches engaging with the **Cornerstone** platform by promoting this online tool and helping to set up and run workshops;
2. Increase the number of churches in the Parish Giving Scheme year-on-year, and increase the number of givers;
3. Support and increase the number of churches with Digital Giving platforms by helping to set up / activate contactless giving devices and setting up online giving.

*Other duties:*

1. Attend meetings with churches, staff, National Giving Team, Deanery Synods and other committees as required;
2. Work collaboratively with colleagues both within and apart from the Programme Management Team, including the National Giving Team;
3. Act as an intermediary between churches and the Diocesan Office, building networks and relationships to ensure effective communication at all levels of engagement;
4. Contribute to the work of other projects within the Mission and Ministry Department;
5. Collect, collate and analyse information and data for reporting requirements and to support the identification of areas for the targeting of resources;
6. Promote the sharing of good practice;
7. Attend national and regional stewardship meetings;
8. Maintain personal professional development appropriate to the role.

*General responsibilities:*

You will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing financial processes, health and safety, data protection, confidentiality, equal opportunities, and safeguarding.

In this regard, you will be expected to:

1. Work in a confidential and sensitive manner in all areas of your work;
2. Maintain and encourage good relationships with immediate colleagues, other Diocesan staff, and external contacts;
3. Actively participate in supervisory and appraisal processes;
4. Actively participate in appropriate professional development and keep up to date with relevant developments in the areas of your work;
5. Support the ethos, aims and objectives of Christianity, the Church of England and the Diocese. (The holding of any particular faith is not a requirement of the post.)

*Measures of success:*

1. Performance against targets and measurable outcomes;
2. Stakeholder feedback;
3. Strength of relationships;
4. Achieving deadlines;
5. Regular 1-2-1 discussions and the annual appraisal;
6. Contribution to the wider Department and other Diocesan teams;
7. Financial and time efficiencies evidenced through accurate paper trails;
8. Accurate recording of results.

This job description details an outline of your responsibilities but is not prescriptive and does not specify any priorities or allocation of time to be spent carrying out the relevant duties.

You may from time to time be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment to meet the changing needs of the Diocese following appropriate consultation.

**Person Specification**

Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• Educated to degree-level or equivalent, or qualified by experience;</li> <li>• Knowledge of Digital Giving (contactless, online and QR codes);</li> <li>• Proven experience of working with statistical data using Microsoft Office applications, in particular Excel;</li> <li>• Experience of preparing reports in a clear and concise format, and developing / using performance measures to monitor and improve activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma or equivalent level qualification in fundraising or marketing;</li> <li>• An understanding of the organisational structure, breadth and dynamics of the Church of England;</li> <li>• Experience of using accounts and reports;</li> <li>• Experience of working within a Faith context;</li> <li>• Experience of working in a finance-oriented role such as procurement, budgeting or audit (voluntary or paid).</li> </ul>
<b>Skills, Abilities and Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Proven administrative and organisational skills, with an ability to multi-task and prioritise effectively;</li> <li>• Sound communication skills (oral, written and listening), and the ability to communicate with and present to different audiences effectively;</li> <li>• Excellent interpersonal skills, with the ability to establish strong professional</li> </ul>	<ul style="list-style-type: none"> <li>• A quick and keen learner;</li> <li>• Able to think creatively and strategically;</li> <li>• Has a 'can do' attitude;</li> <li>• Able to work remotely with limited direct supervision;</li> <li>• Able to juggle a variety of projects at the same time.</li> </ul>

<p>working relationships with clergy and laity;</p> <ul style="list-style-type: none"> <li>• Well-developed IT skills including a good working knowledge of the Office 365 suite;</li> <li>• Resilient with strong influencing skills – able to deal with a range of views, and challenge feedback;</li> <li>• An effective team player who enjoys working as part of a team as well as individually;</li> <li>• Able to share knowledge and train volunteers in the use and setting up of digital giving platforms.</li> </ul>	
<p><b>Work-Related Personal Qualities</b></p>	
<ul style="list-style-type: none"> <li>• Enthusiastic and empowering, able to motivate others to give generously, leading by example to promote positive change;</li> <li>• Robust and able to work calmly and constructively under pressure;</li> <li>• Discretion when handling sensitive and confidential information;</li> <li>• Patient and approachable;</li> <li>• Willing to work flexibly including some evenings and weekends;</li> <li>• Full driving licence and use of own vehicle for work purposes with willingness to travel to meetings and conferences both locally and nationally.</li> </ul>	<ul style="list-style-type: none"> <li>• Empathetic when dealing with volunteers and others;</li> <li>• Relates well to a range of ages and abilities;</li> <li>• Adaptable, responding positively to changing requirements;</li> <li>• Cheerful with a sense of humour.</li> </ul>