

Diocese of Norwich - Job Description

Job Title:	Generous Giving Advisor
Salary:	Band E £28,280 - £31,512 depending on experience
Benefits:	Contributory pension scheme
Hours of Duty:	35 Hours per week – flexible working and part-time considered
Annual leave	25 days holiday per annum plus statutory bank holidays and discretionary Christmas holiday
Office Location	At present your main place of work will be Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES. To ensure the best service to the needs of the Diocese your base maybe moved within the Diocese.
Accountable to:	The Diocesan Secretary and The Bishop of Lynn prior to recruitment of The Director of Mission
Reporting to:	The Diocesan Secretary
This role is supported by:	The National Giving Strategy team and Regional Advisor
Key Working Relationships:	
Internal:	<ul style="list-style-type: none">• Colleagues in the Giving Team• Diocesan Secretary• Those working in the Mission and Finance Teams
External:	<ul style="list-style-type: none">• Licenced clergy and those in Authorised Ministry• Parochial Church Councils• PCC Treasurers• Rural Deans• Bishops and Archdeacons• Colleagues in the National Giving Team

JOB SUMMARY / BACKGROUND:

To help to grow a culture of generosity and to increase the financial resources available for mission in Parishes and at Diocesan level, providing guidance, support and training to parishes and clergy to encourage giving.

The nature and context of the post means that it is an Occupational Requirement for the post holder to be a practising Christian.

The successful candidate will be expected to work during evenings and some weekends (including some Sundays) but would be encouraged to take time off in lieu.

The post holder will be required to travel across the Diocese, so a current driving licence and access to own transport is a necessity.

MAIN DUTIES AND RESPONSIBILITIES:

1. To lead the Giving team, working collaboratively with colleagues to develop a strategic approach to growing a culture of generosity and giving in the parishes and deaneries of the Norwich Diocese.
2. In consultation with others to plan and deliver the implementation of the national Parish Giving Scheme. 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.
3. Encouraging and nurturing Christian giving in the context of discipleship by enthusing people and parishes in the theology and practice of giving.
4. Helping Parishes to understand the link between Giving and Mission and Ministry and helping them to think through what that would look like for each individual Parish.
5. Teaching, preaching and speaking on Christian attitude to money, giving and generosity in Parishes and Deaneries; both in worship and other gatherings.
6. 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.
7. Develop and deliver a strategy for promoting, encouraging and growing legacy giving.
8. Promoting and providing advice and support on the various contactless and online giving systems.
9. To support and help resource those running Stewardship Campaigns in parishes and/or deaneries, monitoring their effectiveness and offering on-going support.

10. To source, design, facilitate and/or deliver training events for Treasurers and others, on all aspects of stewardship.
11. To work with the Ministry team colleagues to identify opportunities to include generosity in clergy, reader and lay ministry training.

Person Specification:

This section details the attributes which are required to undertake the full remit of this post.

Attributes:	Essential	Desirable
Having a passion for helping people grow in their personal discipleship and understanding giving as a part of that discipleship journey.	x	
An understanding of the theology which underpins Christian principles of giving and generosity.	x	
Be able to plan strategically, implement plans, motivate others and manage change.	x	
Confident in public speaking and/or preaching.	x	
Creative in his/her work; able to exercise initiative and self-motivating.	x	
Skilled in motivating people and a collaborative and enthusiastic team player.	x	
Experience of working within a voluntary organisation.	x	
Ability to read and interpret a set of parish accounts.	x	
Ability to be able to source, design and deliver high quality training.	x	
Ability to relate to and value all kinds of people and traditions within the Church of England and to be able to relate confidently and appropriately to people in a wide range of roles, including congregation members, PCC treasurers, clergy, fellow diocesan officers and senior diocesan staff.	x	
A good understanding and experience of engaging with ministry, mission and financial issues at a parish level.		x

Understanding of Church of England/Diocesan structures, processes, and purposes.		x
Some experience of preaching and teaching on stewardship and giving.		x
Experience of developing web-based resources and social media communication.		x
Knowledge and Skills:	Essential	Desirable
Excellent communication and presentation skills, both written and oral.	x	
IT literate, including experience of using Word, PowerPoint, Excel and creative media software such as Publisher.	x	
Personal Qualities:	Essential	Desirable
Willingness to work on own initiative and be accountable with excellent attention to detail.	x	
Able to work flexible hours, including some evening and weekend work.	x	
Has a full valid driving license and/or other methods of transport	x	

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

The post holder will be required to undergo an Enhanced Disclosure and Barring Service check.

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd, especially with regard to the Diocesan Central Services Review.

August 2021