

Job Description

Generous Giving Adviser

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

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 generous giving in all of its variety and range.

Key working relationships

Line manager	Lead Generous Giving Adviser
Positions managed	None
Internal	Parish Support Team Colleagues
External	Licenced clergy and those in Authorised Ministry Parochial Church Councils PCC Treasurers Colleagues in the National Giving Team

Main duties and responsibilities

- Work collaboratively with colleagues in the Giving team to help deliver a strategy to encourage and grow a culture of generosity in the parishes and deaneries in the Diocese of Norwich.
- Help to deliver the implementation of the national Parish Giving Scheme (PGS). To provide advice and support for parishes considering or actively engaging with the Parish Giving Scheme and to maximise the use and benefit of PGS at parish and benefice level, including development of the community wide PGS model.
- Meet agreed targets for the rollout of the PGS.
- Help the team continue to roll out The Cornerstone Platform to the parishes and stakeholders.
- Encourage and nurture Christian giving in the context of discipleship by enthusing people and parishes in the theology and practice of giving.
- Help 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.
- Teaching, preaching and speaking on Christian attitude to money, giving and generosity in Parishes and Deaneries; both in worship and other gatherings.
- 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.
- Help to deliver a strategy for promoting, encouraging and growing legacy giving.
- Promote and provide advice and support on the various contactless and online giving systems.
- Support and help resource those running Stewardship Campaigns in parishes and/or deaneries, monitoring their effectiveness and offering on-going support.
- Facilitate and/or deliver training events for Treasurers and others, on all aspects of stewardship.
- Work with Ministry team colleagues to identify opportunities to include generosity in clergy, reader and lay ministry training.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
Experience of working within a voluntary organisation		X
A good understanding and experience of engaging with ministry, mission and financial issues at a parish level		X
Some experience of preaching and teaching on stewardship and giving		X
Knowledge and Skills		
An understanding of the theology which underpins Christian principles of giving and generosity	X	
Confident in public speaking and/or preaching	X	
Ability to be able to 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	
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	
Understanding of Church of England/Diocesan structures, processes, and purposes		X
Personable Attributes		
Creative in work; able to exercise initiative and self-motivating	X	
Skilled in motivating people and a collaborative and enthusiastic team player	X	
Having a passion for helping people grow in their personal discipleship and understanding giving as a part of that discipleship journey	X	
Willingness to work on own initiative and be accountable with excellent attention to detail	X	
Availability		
Willingness to work outside office hours of 9am-5pm. The role involves attendance at meetings and events at a range of venues around the county, some on weekends (especially Sundays), early mornings or late evenings, as well as the ability to be away from the Diocese occasionally on residential activities. Notice will be given of these and time off in lieu is available.	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

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

Summary of Terms and Conditions

Role	Generous Giving Adviser
Hours	Part time - 21 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service.
Term	Initially a three-year contract with scope to extend, funding permitting. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 1 month afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of one day working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

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.