

## JOB DESCRIPTION AND PERSON SPECIFICATION

|                                  |  |
|----------------------------------|--|
| <b>Job title:</b>                | Generous Giving Adviser  |
| <b>Department:</b>               | Parish Support Team  |
| <b>Reports to:</b>               | Parish Support Team Leader   |
| <b>Key working relationships</b> | Parish Support Team<br>Clergy and Parishes in the Diocese of Chichester<br>Archdeacons   |
| <b>Place of work</b>             | The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week. |

### 1.0 Main purpose of job

- 1.1. To encourage and advise parishes on their “Journey of Generosity” by building the concepts of stewardship and generosity into the fabric of church life.

### 2.0 Principal duties

- 2.1. Assist incumbents, churches, church communities, PCCs and designated individuals with stewardship and generosity, both in generating income from generosity (an internal focus) and in exploiting opportunities for fundraising from supportive individuals in the wider community (an external focus)
- 2.2. To work with clergy on teaching and preaching generosity, including the GGA preaching/or presenting at Sunday services, to encourage generous giving through engagement with the journey of generosity and other national programmes.
- 2.3. To develop new opportunities by identifying curates entering their first incumbency, clergy transferring within the diocese or those who are joining the diocese from elsewhere.
- 2.4. To encourage the use of mechanisms for giving e.g. Easy Fundraising, digital machines
- 2.5. Increase uptake and use of the Parish Giving Scheme

- 2.6. To support the roll out of the cornerstone generosity program, encourage uptake, deliver workshops and monitor results on culture change.
- 2.7. Work closely with the parish advisers to build effective stewardship and giving within the diocese, including identifying parishes in acute need.
- 2.8. Work with the Parish Support team on roadshows, workshops and trainings to upskill parishes to run stewardship campaigns.
- 2.9. Act as a 'general practitioner' on matters relating to resourcing generous giving in local churches.
- 2.10. Liaise with neighbouring dioceses and National Church Institutions to adopt best practice and resources.
- 2.11. To present and promote generosity and stewardship at diocesan synod, deanery synod and chapter meetings, PCCs and local church leadership teams

### **3.0 General responsibilities**

- 3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2 The post holder is required to:
  - support the ethos, aims and objectives of the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in the performance management process;
  - engage in training and continuous professional development activities.
- 3.3 The post holder may be required to travel across the diocese and (occasionally) to meetings outside the Diocese.
- 3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may 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.

**Review Date:** March 2026

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:** March 2027

### **Terms and Conditions**

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by two months' notice on either side.

**Contract:** 3 year fixed term contract

**Salary:** The post is offered at £38,600 per annum.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

**Travel and evening work:** The post will involve some travel around the Diocese and evening work and occasional work at weekends.

**Genuine Occupational Requirement:** This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

## PERSON SPECIFICATION

| Criteria                             |   | Essential | Desirable |
|--------------------------------------|---|-----------|-----------|
| <b>Qualifications and Experience</b> | A relevant degree or equivalent experience  | √         |           |
|                                      | Experience advising churches, clergy, PCCs or similar groups on stewardship, generosity or fundraising.       | √         |           |
|                                      | Experience delivering workshops, trainings or roadshows.  | √         |           |
|                                      | Experience working collaboratively as part of a support or advisory team.                                     |           | √         |
|                                      | Experience working within the Church of England or similar Christian context.                                 |           | √         |
|                                      | Experience presenting to formal church groups such as PCCs, deaneries, chapters or synods.                    |           | √         |
|                                      | Experience analysing or working with church or charity financial data.  |           | √         |
|                                      |   |           |           |
| <b>Skills and Abilities</b>          | Ability to encourage, motivate and support parishes in embedding stewardship and generosity into church life. | √         |           |
|                                      | Ability to advise on generating income from giving and fundraising in church and community contexts.          | √         |           |
|                                      | Ability to deliver workshops, training sessions and stewardship campaigns.                                    | √         |           |
|                                      | Ability to promote and support the use of tools such as Easy Fundraising, digital                             | √         |           |

|                           |  |   |   |
|---------------------------|--|---|---|
|                           | giving mechanisms and the Parish Giving Scheme.  |   |   |
|                           | Excellent administrative and IT skills.  | √ |   |
|                           | Strong oral and written communication skills   | √ |   |
|                           | Strong interpersonal skills and ability to build effective working relationships with clergy, parishes, archdeacons and diocesan colleagues. | √ |   |
|                           | Ability to work collaboratively within a team and build and maintain relationships with key stakeholders                                     | √ |   |
|                           | High level of organisation and ability to manage own workload.   | √ |   |
|                           |  |   |   |
| <b>Personal qualities</b> | Proactive, creative and enthusiastic.  | √ |   |
|                           | A practising communicant member of the Church of England or of a church belonging to a member body of Churches Together.                     | √ |   |
|                           | Flexible and willing to work outside normal hours when required.   | √ |   |
|                           | Full driving license and access to car   |   | √ |