



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Funding & Grants Advisor

Job Description

PURPOSE

The Funding & Grants Advisor provides funding support to our churches. This crucial post is needed to help us maintain our historic church buildings, grow community support and outreach, and engage with churches to help unlock funding opportunities. Example tasks could include sourcing grants and funding, fine-tuning parish funding applications; face to face or remote meetings to help craft a fundraising strategy.

This outward facing role requires regular and direct contact with PCCs (church decision making bodies), treasurers, ministers and other key stakeholders.

REPORTING TO

The Fundraising and Grants Advisor reports to the Parish Finance & Resources Manager.

KEY CONNECTIONS

Ministers, PCC treasurers, Deanery Organisers, Finance Director, Parish Finance & Resources Manager, Diocesan Secretary, Director of Mission and Ministry, Head of DAC and Pastoral Committee, Archdeacons, and national officers.

KEY TASKS / RESPONSIBILITIES

- Provide grants and funding advice to parishes, maximising the potential for support for parish projects from the third sector (Trusts, Lottery Fund, etc).
- Advise on the completion of major funding applications by parishes.
- Maximise fundraising potential from tourism, local community events, visitors, concerts and other church activities.
- Develop a working relationship with major public funders of church heritage schemes, local councils, and the third sector.
- Build a team of volunteers across the diocese to support parishes in fundraising.
- Work with PCCs on campaigns as required.
- Assist the Parish Finance & Resources Manager in promoting the wider resource management toolkit (contactless giving, Parish Giving Scheme, GASDS, etc).
- Explain to parishes the purpose of parish share (which comprises 80% of DBF income) in supporting mission and ministry.
- Work across teams towards mutual goals such as fostering church growth.
- Be a visible presence amongst churches, making a difference.

OTHER DUTIES

- Attend meetings of Diocesan Synod and committees as required.

- Work collaboratively with colleagues both within and apart from the Finance & Parish Resourcing Department.
- As an intermediary between parish and diocese, ensure effective communication at all levels of engagement.
- Promote the sharing of good practice.
- Attend national and regional stewardship meetings.
- Maintain personal professional development appropriate to resourcing parishes.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Experience in a fundraising or community focused role, either on a voluntary or paid basis. • Experience in bid writing and funding applications. • Experience in an administrative role with strong administration skills and attention to detail. • Experience of working with statistical data using Microsoft Office applications, in particular Excel. • Ability to summarise results in clear and concise format. 	<ul style="list-style-type: none"> • Experience of working within a Faith context • Knowledge of Church structures and governance arrangements • Experience of church finances, accounts and reports • Diploma or equivalent level fundraising qualification
Skills and Abilities/Aptitudes	
<ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to establish strong professional working relationships with clergy & laity. • A confident speaker, outgoing and engaging, with excellent oral and written communication and presentation skills. • Resilient with strong influencing skills – able to deal with a range of views, challenge feedback whilst promoting scheme benefits and answering queries effectively. • Effective cross-departmental liaison – ensuring a joined-up approach is taken to ensure most effective rollout of stewardship initiatives. 	<ul style="list-style-type: none"> • Quick and keen learner • Ability to think creatively and strategically
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Enthusiastic and empowering, able to motivate others to give generously, 	

<p>leading by example to promote positive change.</p> <ul style="list-style-type: none"> • Robust and able to work calmly under pressure. • Discretion handling sensitive and confidential information. • Able to work flexibly including some evenings and weekends. • Full driving licence and use of own car for work purposes with willingness to travel to meetings and conferences both locally and nationally. 	
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GENERAL INFORMATION

Salary	The post is at D4-D5 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, pro-rata £22,735 - £23,580 (£28,419 - £29,475 FTE), depending on experience.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time 28 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager.
Holidays	25 days pro-rata in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ Remote working is offered as agreed with the line manager.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other

related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the DBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the postholder before any changes are implemented. The postholder is expected to participate fully in such discussions and implementation.

For an informal conversation please contact Lee Jukes (Parish Finance & Resources Manager) on 01473 298551.

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 31 January 2021

Interview Date: 11 February 2021