



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

## **Temporary Parish Finance & Resources Advisor (part-time 28 hours per week)**

### **Job Description**

#### **PURPOSE**

The Parish Finance & Resources Advisor supports parishes in adopting sound stewardship practices to optimise parish finances. This could include promoting: the Parish Giving Scheme (PGS), digital giving (contactless and online/QR codes), gift aid reclamation, legacies, grants and funding guidance, amongst others. This client-facing role primarily functions as the enabler of the stewardship strategy, entailing regular and direct contact with volunteers in the parishes and other key stakeholders. This role is temporary due to the secondment of the current postholder and is expected to last in the region of nine months and may suit a graduate looking for experience. This role will suit you if you like helping volunteers of all ages, are confident on the telephone, enjoy being busy and meeting people, and like problem solving.

#### **REPORTING TO**

The Parish Finance & Resources Advisor reports to the Parish Resources Manager and will be working as part of a small team alongside the Parish Grants and Funding Advisor.

#### **KEY CONNECTIONS**

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

#### **KEY TASKS / RESPONSIBILITIES**

- Work alongside PCCs, diocesan staff and other key stakeholders to promote sound stewardship practice, developing and sharing resources with parishes.
- Promote planned giving, encouraging the adoption of the Parish Giving Scheme (PGS) by both parishes and donors through direct contact with relevant stakeholders. Take ownership of the PGS, acting as the first point of diocesan contact.
- Maximise parish income through the promotion and uptake of digital giving platforms, notably contactless card giving and online/QR codes.
- Encourage parishes to adopt legacy best practice.
- Encourage all parishes to seek competitive quotations, notably through registering with the national church's procurement arm, Parish Buying.
- Assist the Parish Resources Manager in promoting the wider stewardship toolkit (funding and grants, contactless giving, community engagement, gift aid, etc).
- Explain to parishes the purpose of Parish Share, in the context of supporting mission and ministry, and engage and support them in developing their strategies to maximise Share contributions.
- Work across departments towards mutual goals such as fostering parish growth, notably alongside the Mission and Ministry department.
- Be a visible presence amongst parishes, making a difference.

## KEY OBJECTIVES

Attached to this role are five objectives, which are in place to ensure that the successful candidate makes an observable, direct impact on the parishes they serve. The objectives are set across an initial five-year window and are as follows:

- Provide 1-2-1 stewardship support to at least 40 parishes/year.
- Ensure that 60% of all parishes are engaging with the Parish Giving Scheme.
- Ensure that 100% of benefices (groups of parishes under the same vicar) have access to at least one contactless device.
- Increase the number of parishes receiving a legacy each year to at least 25% (111 parishes).
- Work towards 100% of parishes being registered with Parish Buying.

## OTHER DUTIES

- Be an active part of the Contactless Roll-out project which is planned during Q2-4 of 2022.
- Attend meetings of Diocesan Synod and committees as required.
- Work collaboratively with colleagues both within and apart from the Parish Resources Team.
- Act 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
<b>Qualifications/Knowledge and Experience</b>	
<ul style="list-style-type: none"><li>• Some administrative experience (including excellent written and verbal communication) with close attention to detail.</li><li>• Experience of working with statistical data using Microsoft Office applications, in particular Excel.</li><li>• Ability to summarise results in clear and concise format.</li></ul>	<ul style="list-style-type: none"><li>• Able to share knowledge and train volunteers in the use and setting up of digital giving platforms.</li><li>• Knowledge of digital giving (contactless, online and QR codes)</li><li>• Experience of working within a Faith context</li><li>• Knowledge of Church structures and governance arrangements</li><li>• Experience of Parish Finances, accounts and reports</li><li>• Diploma or equivalent level fundraising or marketing qualification</li><li>• Experience in a finance-oriented role such as procurement, budgeting, preparing investment cases, etc.</li></ul>

<b>Skills and Abilities / Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, with the ability to establish strong professional working relationships with clergy &amp; laity.</li> <li>• A confident speaker, outgoing and engaging, with excellent oral and written communication and presentation skills</li> <li>• Resilient with strong influencing skills – able to deal with a range of views, challenge feedback whilst promoting scheme benefits and answering queries effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Quick and keen learner</li> <li>• Ability to think creatively and strategically</li> <li>• Able to manage and prioritise differing workloads</li> <li>• Effective cross-departmental liaison – ensuring a joined-up approach is taken to ensure most effective rollout of stewardship initiatives</li> </ul>
<b>Work-Related Personal Qualities</b>	
<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>• Pro-active attitude in seeking opportunities to help parishes.</li> <li>• Robust and able to work calmly under pressure with a flexible approach to work streams.</li> <li>• Discretion handling sensitive and confidential information.</li> <li>• Able to work flexibly including some evenings and weekends.</li> <li>• Full driving licence and use of own car for work purposes with willingness to travel to meetings and conferences both locally and nationally.</li> </ul>	<ul style="list-style-type: none"> <li>• Cheerful outlook and sense of humour.</li> <li>•</li> </ul>

## GENERAL INFORMATION

Salary	The post is at D4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, pro-rata £23,190 (£28,987 FTE).
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 paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).

Probation Period	Six 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

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.

For an informal conversation please contact Julie Podd, Parish Resources Manager on (07826556186)

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<https://www.cofesuffolk.org/vacancies>

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

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Closing Date for Applications: Monday, 7 March 2022 at 12 noon**

**Interviews: Tuesday, 15 March 2022**