



# DIOCESE OF EXETER

Grow in Prayer I Make New Disciples I Serve the People of Devon with Joy

## ROLE DESCRIPTION

<b>DETAILS</b>	
Role Title	Giving Adviser (GA)
Department	Finance
Reports to	Mission Resources Adviser (MRA)
Salary/Rate	£24.000 (0.8FTE)
Contract Type	Part-time (0.8FTE)
Hours	29 hours
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay), frequently at evenings and weekends.
Responsible for	-
Date of Issue	March 2021
<b>NATURE OF WORK</b>	
<p><b>Role Purpose:</b></p> <p>The aim of the GA is to work alongside the MRA to encourage Christians in the Diocese in resourcing mission and ministry.</p> <p>In conjunction with the Finance Team and the Mission &amp; Ministry Team:</p> <ul style="list-style-type: none"> <li>▪ Promote a deeper understanding of the principles of Christian giving.</li> <li>▪ Develop good practice in the stewardship of parish and Mission Community resources. In the words of the Diocesan Mission Action Plan, “Mission Communities were always intended to be financially self-sustaining, including in their payment of Common Fund, but this is a challenge in both urban and rural areas and relies on the good stewardship of resources by everyone and sacrificial giving arising out of personal discipleship”.</li> </ul>	



**Key Aspects of Role:**

- PGS promotion. In 2021 we have 50% of our churches registered for the PGS. We want to encourage registration in 75% of our parishes (2024) and active participation of 70% of the regular givers (2026).
- Grant support, with active online presence and telephone support (with the possibility of accessing consultancy support). With a large proportion of our churches located in rural areas, with the vast majority being listed buildings, many have requested more support and education in the area of grant (writing).
- Coordination of digital giving. The low current take up of the various forms of digital giving show that there is great potential to grow this area. There is an expectation that Devon will (continue to) be a place for tourism and their financial support can be hugely beneficial. 40% of parishes are encouraged to take up one (or more) form of digital giving. (2024)
- Providing resources to support the four key groups in diocese (Children & Families, 16 to 25-year-olds, people over 60 and those on the ‘fringe’ of church life), which encourage reflection on the areas of gratitude, generosity and giving and work in partnership with other dioceses.
- Fundraising support. Guidance and resources to encourage fundraising in the wider community. Parishes have shared the incredible support they have received from the community in which they are placed and all are invited to participate in the mission of the church in the community.

The GA will be required to apply for a Basic disclosure certificate from the Disclosure and Barring Service in connection with this role.

Extensive travel will be involved due to the geographical location of parishes with regular out of hours working at evening and weekends.

**Key Relationships:**

The job reports to the Mission Resources Adviser and will work closely with:

- Deanery Treasurer Network
- Mission & Ministry team (Growing the Rural Church team)
- Mission Communities and Parishes across the diocese
- Assets group

Role Area	Main Duties and Responsibilities
<b>Communications</b>	<ul style="list-style-type: none"> <li>▪ Communicate a vision of each individual Christian being part of the bigger Diocesan family, and how this translates into our giving.</li> </ul>



<b>Parish Giving Scheme</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>▪ Work on a strategic level to increase uptake of PGS.</li> <li>▪ Prepare and give presentations.</li> <li>▪ Administer registrations.</li> <li>▪ Update the website.</li> <li>▪ Provide promotional materials to PCCs and clergy.</li> <li>▪ Answer general enquiries.</li> <li>▪ Prepare for and attend good practice day.</li> <li>▪ Use the monthly statistics information to identify parishes that are not making the most of the scheme and need further support.</li> <li>▪ Undertake other duties as may reasonably be expected.</li> </ul>
<b>Grant support</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>▪ Work on a strategic level to increase grant income in our diocese and contribute to the coordination of MR support.</li> <li>▪ Organise webinars, presentations and workshops.</li> <li>▪ Communicate with parishes (using their preferred communication channels) grant funding opportunities.</li> <li>▪ Work with GtRC and church buildings team to identify parishes who would benefit from such support</li> <li>▪ Active online presence.</li> <li>▪ Undertake other duties as may reasonably be expected.</li> </ul>
<b>Digital giving</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>▪ Work on a strategic level to increase take up of digital giving in diocese.</li> <li>▪ Organise webinars and presentations.</li> <li>▪ Active online presence.</li> <li>▪ Undertake other duties as may reasonably be expected.</li> </ul>
<b>Resources</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>▪ Work alongside MRA to provide resources for four key groups which encourage reflection on the areas of gratitude, generosity and giving.</li> <li>▪ Undertake other duties as may reasonably be expected.</li> </ul>
<b>Relationship Building</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>▪ Support the Deanery Treasurer network, and contribute to these meetings.</li> <li>▪ Develop productive working relationships with clergy and PCC officials.</li> <li>▪ Relate closely with the Mission Resources Adviser, Finance Team and Mission &amp; Ministry team including the Growing the Rural Church Team (and other Diocesan staff).</li> <li>▪ Contribute to the Assets Group on a regular basis as part of the Mission Resources update.</li> </ul>



<p><b>Information Management</b></p>	<ul style="list-style-type: none"> <li>○ Information Management</li> </ul> <p>It is anticipated that the outcome of the above will result in:</p> <ul style="list-style-type: none"> <li>○ Increased no. of regular givers</li> <li>○ Increased income via grant funding</li> <li>○ Increased income via various digital giving mechanisms</li> <li>○ Increased giving per giver</li> <li>○ Increased Common Fund contribution</li> </ul> <p>The above five outcomes need to be monitored (use of Parish Returns data).</p>
<p>Safeguarding</p>	<ul style="list-style-type: none"> <li>▪ Ensure all Diocesan Safeguarding Policies and procedures are adhered to.</li> <li>▪ Own safeguarding training to level C1</li> </ul>
<p>Equality and Diversity</p>	<ul style="list-style-type: none"> <li>▪ Role model inclusive behaviours in day to day working practices.</li> <li>▪ Work in accordance with diocesan policies of equal opportunity.</li> </ul>



## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

It is an occupational requirement under the Equalities Act to be a practicing member of the Church of England or other church which is a member of Churches Together in Britain and Ireland. The post holder may already be licensed as a deacon, priest or reader, and thus able to preach in the Diocese of Exeter, but this is not an essential requirement. If not already licensed, the post holder will need to demonstrate an ability to teach others in the areas of discipleship and collaborative ministry. It may also be the post holder could become a licensed lay worker.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>▪ Equivalent training/qualifications relevant to the overall purpose of the post.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification as an educator.</li> <li>▪ Higher level qualification in theology, or an equivalent qualification or relevant experience.</li> <li>▪ Coaching experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with organisations on the development of strategies and action plans.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of involvement within a local church.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>▪ Able to organise and deliver training events.</li> <li>▪ Good analytical skills.</li> <li>▪ Excellent verbal, written and presentation skills and use of information technology.</li> <li>▪ Good IT skills, including knowledge Microsoft Office: Word, Excel, Publisher, Outlook, PowerPoint and data-bases.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of how adults learn.</li> <li>▪ Experience of the subtleties or working with volunteers within a Church context.</li> <li>▪ Knowledge of grant funding schemes.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>▪ Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires.</li> <li>▪ Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.</li> <li>▪ Sensitive to the different cultures, traditions and activities within the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the Church of England, its parochial system and the wider organisation of the Diocese.</li> </ul>



	<p>Church and maintain a consistent approach to clergy and non-clergy matters.</p> <ul style="list-style-type: none"> <li>▪ Understand how the belief systems which shape the life of the Church may affect safeguarding work in Church of England.</li> <li>▪ Commitment to anti-discriminatory practices within the Church of England’s legal context.</li> </ul>	
<p><b>Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ A living commitment to follow Jesus Christ.</li> <li>▪ Understands the biblical message of generosity as faith in action.</li> <li>▪ Committed to and confident in the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England.</li> <li>▪ A full driving licence and use of a car for work related travel across Devon.</li> <li>▪ Willing to work evenings and weekends on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of other Christian denominations and non-Christian faiths.</li> </ul>



## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>▪ Understand how own work supports the work of the Mission &amp; Ministry Team, the Finance Team and Mission Communities across the diocese.</li> <li>▪ Understand how Mission Communities operate in and are affected by differing socio-economic contexts: urban, rural and coastal; areas of deprivation, ageing populations etc.</li> <li>▪ Understand the roles and responsibilities of all other team members and key personnel in the EDBF and of parochial officers, clergy, laity and other key external personnel.</li> <li>▪ Keep up to date with issues that affect own work and share with colleagues.</li> <li>▪ Show professional curiosity and interest in expanding knowledge in areas related to own work.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>▪ Respond positively and quickly to new situations and ideas and adopt a proactive and entrepreneurial approach to implementing change, encouraging others to do the same.</li> <li>▪ Able to provide creative solutions to problems and overcome barriers to delivery.</li> <li>▪ Give and receive feedback and regularly review own work to learn from experience and improve personal contribution to the Mission &amp; Ministry and Finance Team and support provided to Mission Communities.</li> <li>▪ Take the initiative to suggest new ways of working to improve and develop the service provision of the Mission &amp; Ministry and Finance Team.</li> <li>▪ Adopt a flexible and adaptable approach to ways of working to aid collaboration and cooperation with the Mission &amp; Ministry and Finance Team and with Mission Communities across the diocese.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>▪ Gather, verify and assess all relevant and available information to gain accurate understanding of situations; seek advice and further information when unsure how to proceed.</li> <li>▪ Clarify own understanding and needs and expectations of team and others before making decisions.</li> <li>▪ Take responsibility for making effective and fair decisions in a timely manner and know the limits of own authority within the role.</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Explain how decisions have been reached in a clear and concise way both verbally and in writing.</li> <li>▪ Able to spot and deal with issues as they occur, demonstrating consideration of all options, costs, risks and wider implications.</li> </ul>
Engaging People	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>▪ Learn to anticipate the needs of the Mission Resources Adviser, key EDBF employees and colleagues across the diocese.</li> <li>▪ Act in a manner consistent with the values of the organisation and proactively role model and promote high standards of practice and behaviour in the mission field and in the workplace.</li> <li>▪ Be confident in handling challenging and sensitive situations and seek support and advice of manager when necessary.</li> <li>▪ Report to Mission Resources Adviser any concerns or issues which arise during the course of employment, especially relating to any inappropriate/unacceptable behaviours or conduct of colleagues or external contacts.</li> </ul>
	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>▪ Ensure effective written, verbal and IT communication with the Mission &amp; Ministry and Finance Team, other key EDBF employees, Mission Communities and external contacts and colleagues.</li> <li>▪ Engage with colleagues and actively participate in team communications and team meetings.</li> <li>▪ Communicate with others in a clear, honest and positive way to build trust and handle challenging conversations with confidence and sensitivity.</li> <li>▪ Monitor the effectiveness of own communications and take action to improve where necessary.</li> <li>▪ Able to listen and value different ideas, views and ways of working and assimilate and express concepts accurately and succinctly both verbally and on paper.</li> <li>▪ Respond constructively and objectively to comments, questions and feedback on performance and take action to improve where necessary.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>▪ Build effective relationships with the Mission &amp; Ministry and Finance Team, key EDBF employees and with parochial officers, clergy, laity and colleagues across the diocese.</li> <li>▪ Understand own and others areas of responsibility, and be accountable for own work and show awareness of the impact of own work on the Mission &amp; Ministry and Finance Team and on Mission Communities across the diocese.</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Identify opportunities to share knowledge, information and learning with the Mission &amp; Ministry and Finance Team and across the EDBF and Mission Communities as appropriate.</li> <li>▪ Remain approachable to all colleagues, work collaboratively and show interest in others.</li> <li>▪ Exhibit diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>▪ Take responsibility for own health and wellbeing and offer support and help to colleagues when in need.</li> </ul>
Delivering Results	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>▪ Able to identify gaps in own and team's skills and knowledge and help develop relevant training and support for self and others.</li> <li>▪ Seek learning and training opportunities and agree a personal development training plan, and support the development plans of team members.</li> <li>▪ Delegate work as appropriate to aid learning and development of others, giving support and oversight when needed.</li> <li>▪ Able to recognise signs of stress in oneself and in others, offer help and support to others and seek manager's support for self.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>▪ Maintain a 'can do' and organised approach to own work, prioritise workload, exercise initiative, work independently as required.</li> <li>▪ Understand the varying needs of the Mission &amp; Ministry and Finance Team and the wider EDBF and Mission Communities to provide appropriate advice, guidance and support.</li> <li>▪ Follow relevant policies, procedures and legislation to complete own work; identify areas and make suggestions for policy and process improvements to managers.</li> <li>▪ Be reliable and conscientious and maintain a consistent approach to clergy and non-clergy administrative support.</li> </ul>
	<b>Delivering at Pace</b>	<ul style="list-style-type: none"> <li>▪ Regularly review success of activities against own goals and identify barriers to progress and delivery of project support.</li> <li>▪ Engage and support others in the team to reach shared goals, review own and team priorities and workloads to ensure timely delivery of project and administrative support.</li> <li>▪ Remain focused on delivery and ensure correct tools and resources are available to do the job. Use own knowledge and expertise to identify what is critical to success and improving quality of work.</li> </ul>



		<ul style="list-style-type: none"><li>▪ Able to work and remain calm under pressure when addressing conflicting priorities and deadlines; keep managers and team updated on how work is progressing.</li></ul>
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