

DIOCESE OF EXETER

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

ROLE DESCRIPTION

DETAILS	
Role Title	Mission Resources Project Officer (MRPO)
Department	Finance
Reports to	Mission Resources Adviser (MRA)
Contract Type	0.8 FTE or 1.0 FTE, 3 yrs Fixed Term
Hours	29 hours per week (0.8 FTE) or 36.25 hours per week (1.0 FTE)
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS, with travel expected throughout Devon, including Plymouth and Torbay and potential for hybrid working arrangements by agreement.
Date of Issue	June 2026
NATURE OF WORK	
<p>Role Purpose:</p> <p>The Mission Resources Project Officer (MRPO) aims to support Christians in the Diocese by strengthening mission and ministry resources. Working alongside other diocesan teams, the MRPO will focus on delivering the Giving Strategy, with particular emphasis on the following:</p> <ol style="list-style-type: none"> 1. Facilitate presentations and conversations on the foundations and practicalities of generosity and giving in the church and community, in conjunction with MRA and formulate plans that will help increase generosity and giving locally. 2. Provide Bible study, preaching & teaching materials throughout the year and promote the use of the Cornerstone platform, in conjunction with MRA. Make optimal use of current opportunities (social media, newsletters, etc.). 3. Support other team members in the following areas; <ol style="list-style-type: none"> a. promoting the use of Digital Giving, especially contactless and online options, and offering loan machines. b. administering and promoting the Parish Giving Scheme and ensuring systems are in place to support accurate data collection and reporting. c. supporting the Administrator with responding to day-to-day queries. d. Signposting to relevant grant opportunities and providing advice and resources to support successful grant applications at the parish level. 	



4. Create Engaging Content: Develop and deliver dynamic and thoughtful content across all relevant platforms in collaboration with the Communications and Engagement team in line with the Giving Strategy priorities.
5. Align practices with the priorities of 'Pray, grow, serve 2035'.

Key Aspects of Role:

The MRPO role requires a high degree of proficiency across the domains of:

- Mission Community and Parish relationship building
- Biblical principles of stewardship
- Resource management
- Training development and provision
- Multi-agency team working

The MRPO will be required to apply for a Basic Disclosure and Barring Service certificate for this role.

Extensive travel will be required due to the parishes' geographical location, with regular out-of-hours work in the evenings and on weekends, for which time off in lieu is granted.

Key Relationships:

The role reports to the Mission Resources Advisor and collaborates closely with:

- Bishops
- Archdeacons
- Diocesan Secretary
- Deanery Treasurer Network
- Finance Team
- Head of Parish & Mission Community Support
- Mission and Ministry Team
- Chair of the Exeter Diocesan Board of Finance
- Mission Communities and Parishes across the diocese

Role Area	Main Duties and Responsibilities
Education	<ul style="list-style-type: none"> • Promote a deeper understanding of stewardship principles. • Teach and speak on stewardship in various contexts, including worship services, PCC/JCC meetings, deanery and diocesan synod meetings and small groups within parishes and Mission Communities. (<i>Approval and licensing by the Diocesan Bishop is required if not already licensed as a deacon, priest, or reader.</i>) • Highlight the positive impact and costs of delivering ministry throughout the diocese, funded by the Common Fund. • Utilise and share statistical information on parish giving and finance, as well as trends in diocesan and national contributions. • Work with clergy and lay to promote confident teaching and preaching on stewardship, contributing to ministerial development.



	<p>Ensure grant opportunities are sufficiently communicated to parishes and parishes are equipped with relevant resources and guidance to engage with grant funders.</p>
Content	<p>In collaboration with the Diocese Communications and Engagement team:</p> <ul style="list-style-type: none"> • Encourage and promote the use of the Cornerstone platform. • Develop a range of resources which promote good stewardship. • Bringing ideas and stories to life creatively and within budget constraints. • Help develop and produce media projects in collaboration with the Communications and Engagement team, from initial concept to final content. • Follow briefs to plan, film, produce and edit video, audio and written content for the diocese communications channels and the wider media. Training and support will be provided. • Use initiative to identify stories and create engaging audiovisual content for both church and external audiences. • Carry out graphic design work as required. • Make interviewees comfortable to elicit their best contributions in video projects. • Adhere to editorial guidelines on filming consent, health and safety and risk assessments, particularly at external events. • Provide editorial content for diocesan publications, social media and for external organisations. • Tailor creative content to suit the audience and media platform. • Understand the diverse audiences targeted by the team and adapt storytelling methods to their needs. • Deliver content according to briefs and use initiative to develop and manage content effectively. <p>Manage website content, including uploading prepared material to the diocesan websites.</p>
Support and Advice	<ul style="list-style-type: none"> • Attend and contribute to regional and national conferences. • Perform other duties as needed. • Assist at events such as ‘Meet the Funders’ Day and webinars in collaboration with key partners. <p>Promote the use of Gift Aid and other financial initiatives, having a general knowledge of a wide range of income streams.</p>
Relationship Building	<ul style="list-style-type: none"> • Support the Deanery Treasurer Network and participate in quarterly meetings. • Foster productive relationships with clergy and PCC/JCC officers. • Collaborate closely with the Mission Resources Adviser, Finance Team, Mission & Ministry Team, and Head of Parish & Mission Community Support <p>Contribute to regular updates to the Assets Group as part of the Mission Resources update.</p>
Information Management	<ul style="list-style-type: none"> • Maintain accurate notes, correspondence and records. • Adhere to information management policies, including GDPR and Data Protection.



Safeguarding	<ul style="list-style-type: none"> • Adhere to all diocesan safeguarding policies and procedures. • Complete safeguarding training to Foundation Level C1.
Equality and Diversity	<ul style="list-style-type: none"> • Model inclusive behaviours in daily work practices. • Follow diocesan equal opportunity policies.

PERSON SPECIFICATION

The following areas outline the qualifications, training, experience, and technical abilities beneficial for this role.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Relevant training/qualifications/experience for the role, e.g., a similar role in another diocese, or a qualification in fundraising. 	<ul style="list-style-type: none"> • Coaching experience. • Formal training in Christian theology or ministry.
Experience	<ul style="list-style-type: none"> • Extensive team experience, demonstrating strong interpersonal skills and a collaborative working style. • Experience working with volunteers and building volunteer teams. 	<ul style="list-style-type: none"> • Experience in parish ministry and organisation (e.g. PCC member) in lay and/or ordained roles. • Experience in church or voluntary sector fundraising.
Technical	<ul style="list-style-type: none"> • Ability to organise and deliver training events. • Good analytical skills. • Excellent verbal, written and presentation skills. • Proficiency in IT, including Microsoft Office (Word, Excel, Publisher, Outlook, PowerPoint) and databases. • Demonstrable experience of social media content creation and understanding of analytics and how to build good engagement 	<ul style="list-style-type: none"> • Understanding of adult learning principles. • Experience reading and interpreting financial statements. • Proficiency in Canva and/or other design tools • Filming and editing experience using iMovie, Clipchamp, Final Cut, Da Vinci Resolve or other editing systems or a willingness to learn
General Requirements	<ul style="list-style-type: none"> • Welcoming visitors and handling enquiries courteously. • Following health and safety instructions to ensure safety for self and colleagues. • Sensitivity to different cultures and traditions within the Church, working consistently with the Five Guiding Principles in the House of Bishops' Declaration. • Understanding how belief systems shape the Church's safeguarding work. 	<ul style="list-style-type: none"> • Understanding of the Church of England, its parochial system and the wider Diocese organisation.



	<ul style="list-style-type: none"> • Commitment to anti-discriminatory practices within the Church of England’s legal context. 	
Personal Requirements	<ul style="list-style-type: none"> • Passion for expressing the good news of God through Jesus Christ and a desire for church growth. • Commitment to the aims and ethos of the Diocese of Exeter and the mission and ministry of the Church of England. • Full driving licence and access to a car for work-related travel across Devon. • Willingness to work evenings and weekends regularly. 	<ul style="list-style-type: none"> • Practising communicant member of the Church of England or a member church of Churches Together in Britain and Ireland or Churches Together in England. • Understanding of other Christian denominations and non-Christian faiths.

ROLE COMPETENCIES

The following competencies outline the typical strengths, abilities, and behaviours expected to fulfill the role.

Setting Direction	Seeing the Big Picture:	<ul style="list-style-type: none"> • Understand how your role supports the Mission & Ministry Team, Finance Team and Mission Communities across the diocese. • Recognise how Mission Communities operate and are impacted by various socio-economic contexts, including urban, rural, coastal areas and different levels of deprivation. • Be aware of the roles and responsibilities of all team members and key personnel within the EDBF, as well as parochial officers, clergy, laity and other external contacts. • Stay informed about issues affecting your role and share relevant information with colleagues. • Show a keen interest in expanding your knowledge in areas related to your work.
	Changing and Improving:	<ul style="list-style-type: none"> • Embrace new situations and ideas, adopting a proactive approach to change and encouraging others to do the same. • Provide creative solutions to problems and overcome barriers to delivery. • Give and receive feedback, regularly reviewing your work to learn and improve your contributions to the Mission &
	Making Effective Decisions:	<ul style="list-style-type: none"> • Collect and assess all relevant information to understand situations accurately; seek advice if needed. • Clarify your understanding and the needs of others before making decisions. • Take responsibility for making fair, effective decisions promptly, understanding the limits of your authority. • Clearly explain your decisions both verbally and in writing. • Address issues promptly, considering all options, costs, risks and implications.



Engaging People	Leadership:	<ul style="list-style-type: none"> • Anticipate the needs of the Mission Resources Adviser, and relevant EDBF employees and colleagues across the diocese. • Act in line with the organisation's values, role modelling high standards of practice and behaviour. • Handle challenging and sensitive situations confidently and seek managerial support when needed. • Report any concerns or issues to the Mission Resources Adviser, especially those related to inappropriate or unacceptable behaviour.
	Communicating and Influencing:	<ul style="list-style-type: none"> • Use effective written, verbal and IT communication with the Mission & Ministry and Finance Teams, key EDBF employees, Mission Communities and external contacts. • Engage actively in team communications and meetings. • Communicate clearly, honestly and positively to build trust, handling difficult conversations with sensitivity. • Monitor and improve the effectiveness of your communication, both verbally and in writing. • Listen to and value diverse ideas and views • Respond constructively to feedback and take action to improve performance.
	Working Together:	<ul style="list-style-type: none"> • Build strong relationships with the Mission & Ministry and Finance Teams, key EDBF employees, parochial officers, clergy, laity and colleagues across the diocese. • Understand and be accountable for your responsibilities, recognising the impact of your work on the team and Mission Communities.
Delivering Results	Developing Self and Others:	<ul style="list-style-type: none"> • Identify gaps in your and your team's skills and knowledge and facilitate relevant training and support. • Pursue learning opportunities and create a personal development plan, supporting the development of team members. • Delegate work to aid the learning and development of others, providing support and oversight as needed. • Recognise and address signs of stress in yourself and others, seeking support from your manager when necessary.
	Managing a Quality Service:	<ul style="list-style-type: none"> • Undertaking the key aspects of the role in an efficient, courteous, smart manner. • Maintain an organised, 'can-do' approach to your work, prioritising tasks and working independently as needed. • Follow policies, procedures and legislation, suggesting improvements to managers where applicable.
	Delivering at Pace	<ul style="list-style-type: none"> • Regularly review the success of activities against your goals and identify any barriers to progress. • Support and engage with your team to achieve shared goals, reviewing priorities and workloads to ensure timely delivery. • Focus on delivery, ensuring you have the necessary tools and resources. Use your expertise to identify critical success factors and enhance work quality.



		<ul style="list-style-type: none">• Stay calm under pressure, manage conflicting priorities and deadlines and keep managers and your team updated on progress.
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