



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth

sharing the story of Jesus • working for the

journeying together • working for the com

ng for the common good • worship and witness • loving and serving our communities • trust in God's holy spirit • confident, every

unities • releasing the gifts of all God's people • **Living and Telling**

# Giving and Funding Adviser

## Application Pack - April 2022

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## Contact details

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### **Human Resources**

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### **Gary Watson**

#### **Lead Giving and Funding Adviser**

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Dear applicant

Thank you for your interest in the post of Giving and Funding Adviser with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources. For informal discussions about the role please contact Gary Watson.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

**Enita Andrews**

**HR Manager**

## Applications

Applications must be received by 12.00 noon on **Thursday 14 April 2022**. Application forms, with a **covering letter no more than one side of A4** describing what attracts you to this role should be returned to Human Resources either email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org) or by post to The Diocesan Office, Flourish House, Cathedral Park, Wells, Somerset, BA5 1FD.

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interview

Interviews are expected to take place in Wells on **04 May 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.

## The Diocese of Bath and Wells

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 496 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways; caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If you are the person called to this role, you will be arriving in the diocese at a time of significant change, locally, nationally and internationally, and you will have a unique role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.



## About the Role

The Giving and Funding Adviser has a crucial role to play in helping churches live out their faith through:

- good stewardship of the resources that they already have,
- championing planned and proportionate generous giving within their parishes as part of discipleship, and
- encouraging and supporting access to additional income streams, resources and grants.

We are fortunate to have a positive ethos of giving across the diocese, with a pre-pandemic parish share collection rate of 98.2%, which is used to support local ministry and mission. Parish income however, has been severely impacted by recent lockdowns and church closures throughout the pandemic leaving many with significant challenges for recovery and future sustainability.

We are looking for someone who understands what is possible, can be innovative and help give realistic confidence to others. We know that this role is much valued by parishes and so we are looking forward to welcoming a colleague who will build on the diocese's existing reputation for offering a combination of vision, support, expertise and challenge that enables parishes to develop their vision and set their sights high.

We are not expecting our new colleague to do this alone. The Giving & Funding Adviser will work alongside the Lead Giving & Funding Adviser with administrative team support. The post sits within the newly restructured Deanery & Parish Support Team, a broad team dedicated to supporting and resourcing parishes and deaneries as they explore what it means to follow Jesus as individuals and churches.

The diocese seeks to offer holistic support and much needed expertise to churches across Somerset and is currently developing its parish support to ensure that support is coherent and genuinely helpful on the ground.

We want to ensure that parishes right across the large geographical area of the diocese are able to access the support that they need and stay connected with the latest tools and resources. We will do this through training, signposting, providing advice and developing a network of parish-based volunteer generosity 'champions'. This role will help recruit, develop and equip volunteers who will go on to support their church with fresh ideas and approaches around generous giving and fundraising to aid their sustainability and create opportunities for mission.

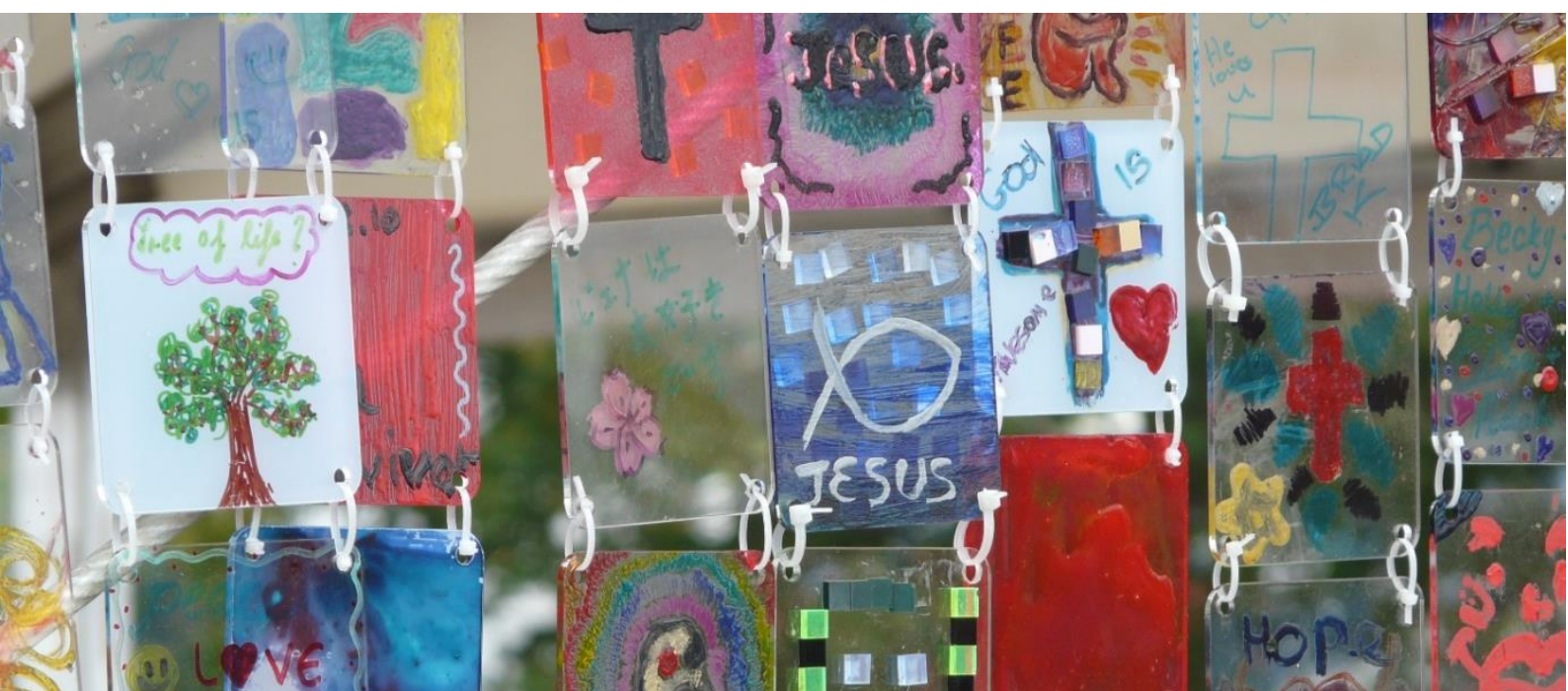
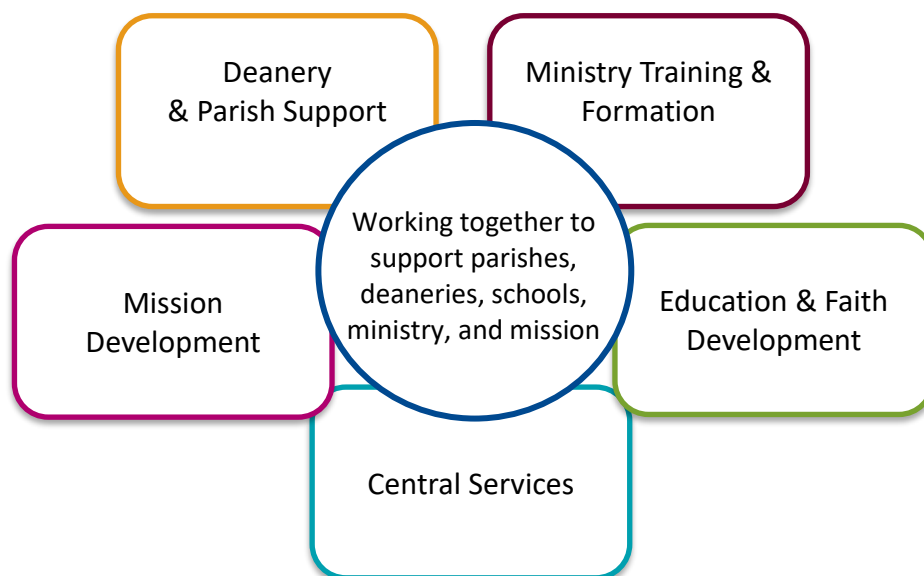
This role can be challenging but also very rewarding because it can make a real and visible difference on the ground. Around the diocese there are churches that have been transformed after needing help with financial giving and then discovering that it is part of a bigger picture that can help them find out what God might be able to do through them.

Further information regarding our approach to giving and stewardship can be found on our website here:

- [Bath and Wells Diocese | Parish Share & Common Fund](#)
- [Bath and Wells Diocese | Christian Giving and Funding](#)

## Organisational Structure

This is an exciting time to be joining the diocese. We have just been through a restructure of our support services, with the inevitable disruption involved for everyone, but are now at a point of looking to the future. Diocesan support services now operate in three broad groups, although we have a culture of cross group working. This post sits within the Deanery and Parish Support Team, which is part of Mission Support and Ministry Development.



## Job Description

**POST:** Giving and Funding Adviser

### **Our vision**

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### **Key purpose of the post:**

- To promote Christian giving and generosity in all its dimensions throughout the diocese.
- To enable parishes to finance their mission by raising funds effectively through planned giving and other sources.
- To facilitate effective teamwork at the Diocesan Office and across the diocese in supporting and resourcing parishes and deaneries.

**Location:** The Diocesan Office, Flourish House, Wells, Somerset

**Reporting to:** Lead Giving & Funding Adviser

**Hours of work:** Full time

### **Key relationships:**

Lead Giving & Funding Adviser

Deanery & Parish Support Team and wider Mission Support & Ministry Development Team

Finance Team

Honorary Stewardship Team

Parishes and deaneries, including clergy, PCC Treasurers, Generosity Champions (to be developed)

Archdeacons

National and Regional Stewardship colleagues

## **Main Responsibilities:**

- Champion Christian giving and generosity in all its dimensions throughout the diocese by means of advice, training, delivering workshops and addressing church groups.
- Promote planned and proportionate giving throughout the diocese as part of discipleship, focussing on encouraging annual planned giving reviews and signposting to resources and good practice.
- Support the recruitment and co-ordination of 'Generosity Champions' and provide training and ongoing support for these volunteers to ensure they are best equipped to be strong and confident facilitators in their respective areas.
- Promote and support the adoption of new mechanisms for giving, including online giving, use of QR codes, contactless giving units and the Parish Giving Scheme.
- Support the development of resources and advice to access wider sources of income, tax-efficient giving including Gift Aid and legacies.
- Develop resources and deliver training to ordained and lay focal ministers to build confidence and capacity to teach and promote the theme of generous giving in a discipleship context.
- Assist the Lead Giving & Funding Adviser to grow and train a team of honorary advisers who will be available to work across the diocese and take on a direct support role for promoting giving and generosity in parishes.
- Advise parishes on grant and loan funding by signposting to sources of funding and using the training programme and voluntary advisers to assist with funding applications.
- Work with colleagues in the Deanery and Parish Support Team, and across the DBF to ensure that parish and deanery support is holistic and mission-focussed.
- Develop and maintain up-to-date knowledge and expertise in order to do the job as effectively as possible.
- Represent the diocese within the Church of England in relevant networks and events.
- Undertake other reasonable duties as required by the Lead Giving & Funding Adviser.



## Person Specification

Area	Essential	Desirable
<b>Qualification, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> <li>• Understanding of the theology of giving</li> <li>• Experience of working with volunteers</li> <li>• Experience of applying for grants and successful fundraising</li> <li>• Experience of delivering training/workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of promoting giving in a church context</li> <li>• Line management experience</li> <li>• Understanding of the structures of the Church of England</li> <li>• Completed a relevant professional qualification</li> <li>• Knowledge of Gift Aid and GASDS schemes</li> <li>• Knowledge of fundraising avenues in the charitable or church sectors</li> </ul>
<b>Skills, Competencies and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong team player with ability to build relationships with individuals and teams</li> <li>• Able to communicate Christian giving as part of discipleship</li> <li>• Able to listen carefully and supportively challenge</li> <li>• Strong communication skills (spoken and written) including the ability to speak persuasively to different groups of people</li> <li>• Able to translate materials to make them accessible to a wide range of audiences</li> <li>• Able to work positively and effectively within the wide range of Anglican church traditions</li> <li>• A creative problem-solver with the ability to encourage parishes to innovate</li> <li>• Well-organised and able to prioritise workload</li> </ul>	<ul style="list-style-type: none"> <li>• Able to analyse information quickly and accurately</li> <li>• Good numerical skills – able to read and communicate financial information with confidence</li> </ul>
<b>Work Related Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to travel around the diocese</li> <li>• Able to work flexibly, including some evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience of church communities</li> </ul>

An Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2010.

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. Further information can be found in our Safeguarding Policy available on the diocesan website.

## Main Terms and Conditions

Hours of Work	<p>This is a full-time role which equates to 36 hours per week. There will be some need to work flexibly which will include travel across the diocese and attendance at evening and weekend meetings. Time off in lieu will be allowed in accordance with the diocesan policy.</p> <p>Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate.</p>
Salary	Salary range £32,000 - £36,000 per annum
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a probationary period.

