



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

unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

# Local Giving Advisers Wells & Taunton Archdeaonries Application Pack – February 2024

## Contents

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Recruitment Timeline	3
The Diocese of Bath and Wells	4
About the Role	5
Organisational Structure	6
Job Description	7
Person Specification	9
Main Terms and Conditions	10

## Contact details

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### **Human Resources**

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### **Natalie Wainwright**

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

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Dear applicant

Thank you for your interest in the post of Local Giving Adviser with the Bath and 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 Natalie Wainwright on 01749 685109.

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

Kind Regards

**Enita Andrews**

**HR Manager**

## Applications

We are looking to appoint a Local Giving Adviser for each archdeaconry in the diocese. The post for Bath archdeaconry is already filled and we are now recruiting for Taunton and Wells in this round.

Applications must be received by midnight on **3 March 2024**. 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 by 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. The application form is available at [bathandwells.org.uk/diocesan-staff/](http://bathandwells.org.uk/diocesan-staff/)

## 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 at the diocesan offices in Wells on 14 March 2024. If this date is impossible then do let us know in advance so that alternative arrangements can be made. 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 1,000,000 people who live here through its family of 496 parishes and 183 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 successful in your application, you will be arriving in the diocese as we are refreshing the vision and strategy and have identified our priorities:

1. Valuing and Cherishing the people and resources we already have
2. Sharing in leadership and ministry
3. Growing new Christian worshiping communities
4. Growing and deepening faith

## About the role

The Local Giving 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 the COVID pandemic, with significant challenges for recovery and future sustainability.

We are looking for someone who brings hope: 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 you to do this alone. You would be working as part of a team of three Local Giving Advisers, in the Bath, Taunton and Wells archdeaconries, and be overseen by the Lead Giving & Funding Adviser and supported other staff within the team. These posts sit within the 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 churches with fresh thinking 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 [the giving and funding section on our website](#).

## Organisational structure

This is an exciting time to be joining the diocese. Diocesan support services operate in teams, although we have a strong culture of cross team working. This post sits within the Deanery and Parish Support Team, which is part of Mission Support and Ministry Development.



## Job description

<b>POST:</b>	<b>Local Giving Adviser</b>
<b>Our vision</b>	In response to God’s immense love for us, we seek to be God’s people living and telling the story of Jesus.
<b>Key purpose of the post:</b>	<ul style="list-style-type: none"> <li>• To enable parishes to finance their mission by generating income in ways that best fit their context.</li> <li>• To contribute towards the development of approaches and resources to support the team’s work with PCCs, clergy and Generosity Champions.</li> <li>• To encourage Christian giving and generosity within your archdeaconry.</li> </ul>
<b>Location:</b>	Remote – Archdeaconry Specific
<b>Reporting to:</b>	Lead Giving & Funding Adviser
<b>Hours of work:</b>	Minimum of 14.4 hours per week, worked flexibly
<b>Key relationships:</b>	<ul style="list-style-type: none"> <li>• Honorary Stewardship Advisers</li> <li>• Parishes and deaneries, including clergy, PCC Treasurers, Generosity Champions (to be developed)</li> <li>• National and Regional Giving Adviser colleagues</li> <li>• Lead Giving &amp; Funding Adviser</li> <li>• Deanery &amp; Parish Support Team and wider Mission Support and Ministry Development Team</li> <li>• Archdeacons</li> </ul>

## **Main responsibilities:**

### **Develop networks and relationships as a basis for encouraging and supporting Christian giving and generosity:**

- Recruitment and development of 'Generosity Champions' including training and ongoing support to ensure they are skilled and confident facilitators in their context
- Assist the team of honorary advisers operating in your archdeaconry.
- Assisting with the development of deanery support for giving.

### **Champion Christian giving and generosity by providing advice and training:**

- Encourage planned and proportionate giving as part of discipleship.
- Encourage annual planned giving reviews, share resources and inspiring examples from around the archdeaconry and promote good practice.
- Provide resources and assist with training for local ministers (ordained and lay) to build confidence and capacity in encouraging generous giving in a discipleship context.

### **Champion Christian giving and generosity by providing resources**

- Assist with the promotion of new mechanisms for giving, including online giving, use of QR codes and contactless giving units.
- Assist with the promotion and implementation of the Parish Giving Scheme as part of the wider giving and funding team.
- Help parishes to explore wider sources of income including tax-efficient giving, Gift Aid Small Donations Scheme and legacies.

### **Other responsibilities:**

- Feedback learning from your archdeaconry to help inform support services staff in their areas of work.
- 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>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to A-Level (or above) or have equivalent experience</li> <li>• Good understanding of biblical teaching on giving and generosity</li> <li>• Understanding and experience of local churches</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of promoting giving in a church context</li> <li>• Understanding of the structures of the Church of England</li> <li>• Knowledge of Gift Aid and GASDS schemes</li> <li>• Experience of working with volunteers</li> <li>• Experience of delivering training</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>• The ability to communicate Christian giving as part of discipleship</li> <li>• Experience of presenting to groups</li> <li>• The ability 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>• 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>• Able to learn to use a range of new technologies and communicate their use to others</li> <li>• Good numerical skills</li> <li>• 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 work positively and effectively within the wide range of Anglican church traditions</li> <li>• Able to travel around the archdeaconry (and the diocese where necessary)</li> <li>• Able to work flexibly, including some evenings and weekends</li> </ul>	

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

## Main terms and conditions

Hours of Work	<p>This is a part-time role which equates to minimum 2 days (14.4 hrs) per week, with potential for additional hours. There will be a need to work flexibly, which will include travel throughout your archdeaconry and occasional travel around the diocese as necessary. The role will also require attendance at some evening and weekend meetings. Time off in lieu will be allowed in accordance with the diocesan policy.</p> <p>We will also consider both the roles being combined to create one role.</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 - £32,000 (full-time pro-rata)
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.

