



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 Advisor Wells Archdeaconry

## Application Pack – February 2023

## Contents

---

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

---

### **Human Resources**

T: 01749 685 113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

### **Gary Watson**

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

T: 01749 685 270

Email: [gary.watson@bathwells.anglican.org](mailto:gary.watson@bathwells.anglican.org)

---

Dear applicant

Thank you for your interest in the post of Local Giving 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 on 01749 685270.

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 posts for the Bath and Taunton archdeaconries are already filled and we are now recruiting for an adviser for Wells.

Applications are invited at any time. To apply please complete an application form along with **a covering letter of no more than one side of A4** describing what attracts you to this role. These should be returned to the HR team 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 <https://www.bathandwells.org.uk/-vacancies/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 will take place at the diocesan offices in Wells. 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 significant part to play in outworking our 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 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 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 you to do this alone. We are looking to deploy a Local Giving Advisor in each of our three archdeaconries (Bath, Wells & Taunton) so there will be a need to collaborate. The Local Giving Advisors will work closely with and be overseen by the Lead Giving & Funding Adviser and supported by a central administrative team. These new posts sit 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 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 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 recently undergone 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:** Local Giving 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 encourage Christian giving and generosity within your archdeaconry.
- To enable parishes to finance their mission by generating income in ways that best fit their context.
- To contribute towards the development of approaches and resources to support the team's work with PCCs, clergy and Generosity Champions.

**Location:** Remote with requirement to attend in-person meetings/events

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

**Hours of work:** 2 days/wk (or equivalent hours worked flexibly by agreement)

### Key relationships:

- Lead Giving & Funding Advisor
- Deanery & Parish Support Team and wider Mission Support and Ministry Development Team
- Archdeacons
- Honorary Stewardship Advisors
- Parishes and deaneries, including clergy, PCC Treasurers, Generosity Champions (to be developed)
- National and Regional Giving Advisor colleagues

## **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 advisors 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 Advisor.



## 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 church leadership</li> <li>• Experience of presenting to groups</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>• 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>• Able to work positively and effectively within the wide range of Anglican church traditions</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</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 travel around the archdeaconry (and the diocese where necessary)</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 part-time role which equates to 2 days (14.4 hrs) per week. There will be some 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 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 - £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.

