



Chelmsford Diocesan Board of Finance Job Description

Job Title:	Parish Giving Advisor
Reports to:	Parish Finance Manager
Salary:	£32,000 to £34,400, subject to qualifications and experience
Hours:	This is a full-time role (35 hours per week).

Purpose Statement

Working with the Parish Finance Manager and the existing Parish Giving Advisor, the postholder will join a team who are responsible for Parish Share assessment calculations, monitoring Share payments, and our Parish Accounts Service, and a bookkeeping service offered to parishes in our diocese. This post increases our ability to support parishes with resources and advice to equip them to develop giving practises within our 461 parishes across Essex and East London.

The postholder will assist in building up a help centre for parishes offering advice and training to treasurers in a number of areas including explaining how the church is financed, how to increase giving and fund raising, the Parish Giving Scheme, contactless payment facilities, Custodian Trustee funds and grant funding opportunities.

Reporting Structure

The postholder will report to the Parish Finance Manager.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

The role of the two Parish Giving Advisors is to work with the guidance of the Regional and National Giving Team and the Parish Finance Manager to equip parishes with the tools and knowledge to create the best environment for giving and generosity in their churches. This is achieved through providing guidance and training, including the adoption of digital giving and the Parish Giving Scheme.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and



churches, worshipping communities and church schools with accountability and responsibility.



Episcopal Areas, Archdeaconries and Deaneries



Principal Accountabilities

- 1) Act as champion for the adoption across the Diocese of effective mechanisms to enable giving, supporting parishes to transition towards modern stewardship approaches including digital giving, and regular planned giving through the Parish Giving Scheme. The Parish Giving Scheme website can be found here: <https://www.parishgiving.org.uk>)
- 2) Providing clergy training to build confidence and deepen theological understanding of generosity,
- 3) Advising and resourcing PCCs, treasurers and parish finance teams/committees,
- 4) Present relevant information using PowerPoints at Deanery Synod meetings to groups of clergy
- 5) Promote and develop diocesan resources on generosity and giving (<https://www.chelmsford.anglican.org/support-for-parishes/generosity-and-giving>), working alongside colleagues in the Communications team under the direction of the Bishop's Leadership Team, to promote a deeper understanding of the principles of Christian stewardship in all its aspects:
 - Ensure the diocesan website provides a useful resource for parishes, including signposts and national resources.



- Ensure resources are updated and fit for purpose.
 - Design and deliver workshops at deanery and parish level based on these resources,
 - Work in collaboration with the Mission and Ministry team to identify opportunities to include teaching and resources in clergy, reader and lay ministry training,
 - Develop good practises in the growth and stewardship of parish resources,
- 6) Provide parishes with templates and information to enable giving via legacies.
- 7) Act as the key point of contact with the National Giving Team of the Church of England, including keeping date with national developments in Church generosity, signposting parishes, senior clergy and diocesan staff to information and resources such as the Anglican Giving Survey, the Parish Giving Scheme, the Generosity Learning Hub and Toolkit and the Code of Fundraising Practise. (The National Giving Team's website can be found here: <https://www.churchofengland.org/resources/building-generous-church>).
- 8) Enable parishes to understand and enhance their finances through Cornerstone (national Church of England initiative), by:
- Offering a regular programme of Cornerstone Workshops across the diocese,
 - Promoting the grants database,
 - Raising awareness of Cornerstone with both internal and external stakeholders.
- 9) Support the Parish Share Scheme, by:
- Promoting the understanding of the Share Scheme, signposting parishes and deaneries to published material explaining the scheme, the theology behind it, and its implementation in our Diocese.
 - Acting as the key contact for parish share queries and engaging with parishes with calculation questions and helping them understand how future ministry changes can affect the share request. Liaising with the data team to discuss parish share model.
 - Encouraging improved rates of Share payment by celebrating parishes which are able to contribute as planned, and by removing barriers in ability and willingness to contribute for parishes which are not able to contribute as planned, as identified through the existing Parish Share payment monitoring process.
 - Listening to feedback from parishes, deaneries, and Share Paying Units (SPUs) and ensure it is fed back to the responsible team and utilised to improve the Share Scheme for future years.
- 10) Other**
- This role requires extensive travel across the diocese to attend meetings and deliver presentations, talks and training. Working hours will need to be



flexible, and will include evenings and weekends as required, with time off in lieu provided during normal working hours.

- To provide support and administrative support for the Parish Share Team.
- To deputise and provide cover for other Parish Giving Advisors.
- Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- Actively participate and contribute in the appraisal process.
- Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- Work collaboratively with the Finance Department and wider contacts and undertake such other reasonable duties as may be required, including by the Parish Finance Manager, Chief Operations Officer and Chief Executive.



Key Stakeholder Contacts

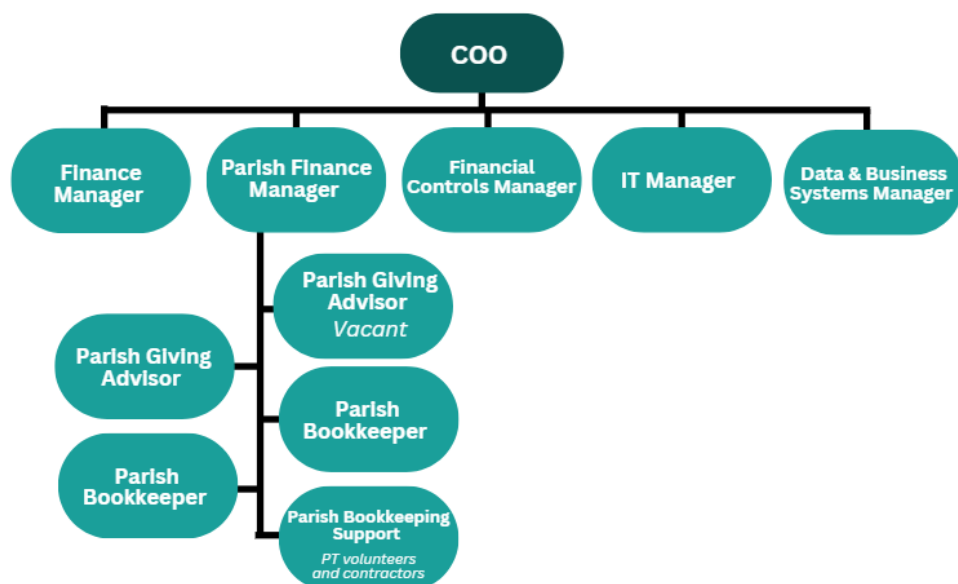
Internal:

- Finance Team
- Archdeacons
- Area team Mission and Ministry Advisors
- Dean of Mission, Ministry and Education
- Communications Team
- Data Team

External:

- PCC Treasurers
- Churchwardens
- Parish Clergy
- Area Deans
- Deanery Lay Chairs
- Deanery Treasurers
- Diocesan Synod members
- Other Parochial Church Council Officers

Finance Team Structure





Person Specification

Essential

- Experience of raising funds in the environment of a charitable organisation.
- Experience of working with charity accounts
- Experience of designing and delivering training
- A sound working knowledge of the structure, governance and ethos of the Church of England, especially related to stewardship or willingness to learn.
- Working knowledge of the principles of fundraising and charitable giving.
- Working knowledge of church based accounting and bookkeeping
- Able to concisely and clearly explain financial concepts to a non-financial audience.
- Able to work across the spectrum of Christian traditions within the Anglican church.
- Able to form effective working relationships with a range of stakeholders
- Able to relate to and influence stakeholders in parish churches and in the wider community.
- A self starter, well-organised and self-motivated
- Patient and approachable.
- Able to travel within the diocese (and occasionally more widely), so the post holder will need access to a car and a valid, full driving licence.

Desirable

- Having an understanding of the Church of England/[Diocese of Chelmsford](#) and the Christian faith is desirable.
- Experience of working with church accounts
- Experience as a church treasurer
- Experience of delivering group teaching or training activities



Outline of Terms and Conditions

Role	Parish Giving Adviser
Responsible to	Parish Finance Manager
Salary	£32,000 to £34,400 per annum, subject to experience and qualifications
Hours	Full time – 35 hours per week. The normal hours are 0900 to 1700 Monday to Friday. This role requires extensive travel across the diocese to attend meetings and deliver presentations, talks and training. Working hours will need to be flexible, and will include evenings and weekends as required, with time off in lieu provided during normal working hours.
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service)
Probation Period	6 months.
Notice Period	One weeks' notice is required during the first month. After service of one month, but during the probationary period - one months' notice. Upon successful completion of the probationary period, the notice will increase to three months.
Expenses	Working expenses are paid at the Diocesan rates.
Base	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role. The Diocesan Hybrid Working Policy allows up to 40% of hours to be worked at home, subject to agreement.
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- Driving Checks (Driving Licence, road tax, MOT and car insurance)

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with spacious offices
- Free on-site car parking