

## **Blackburn Diocesan Board of Finance Ltd**

### **Job Description**

<b>Job Title:</b>	Stewardship Resourcing Officer
<b>Salary:</b>	£34,118.67
<b>Hours:</b>	Full-time, 35-hours
<b>Location:</b>	Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE
<b>Responsible to:</b>	Director of Vision Delivery/Deputy Diocesan Secretary
<b>Responsible for:</b>	Helping to embed a culture of generosity in the Diocese of Blackburn through providing inspiration, support and advice to parishes as well as practical support in relation to planned / contactless giving and the development / use of resources.

### **The Diocese of Blackburn**

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese has a clear Vision - "Vision 2026" - to see healthy churches that transform their communities. It lays out four ways in which this over-arching goal can be achieved: Making Disciples, Being Witnesses, Growing Leaders and Prioritising Children and Young People. All that we do as a diocese is focussed on the delivery of Vision 2026. To make disciples we are raising levels of prayer, helping regular patterns of bible reading to be established and encouraging generous giving of time, talents and treasures. To be witnesses, many parishes are setting up new local congregations at different times and in different places to reach out to new groups of people as well as showing God's love in action through projects that meet a local human need. New leaders are emerging as we seek to enable and equip those God is raising up in our midst for lay and ordained ministry. And our focus on children and young people is enabling creative thinking to raise up a new generation for Jesus Christ.

The latest version of the Vision Update can be found here: [\*\*Vision 2026 Implementation plan \(2021 – 2024\) \(anglican.org\)\*\*](#) Note: You will find it helpful to read the Introduction to the plan (pages 4-18) before completing your application.

### **Main Purpose and Scope of the Post**

Are you passionate about helping Christians to grow as generous disciples of Christ? Working alongside the existing Stewardship Resourcing Officer, you will be part of a team working to help embed a culture of generosity across the diocese in response to the generosity and grace of God. You will be focusing on the encouragement of planned giving, the continued introduction of contactless giving and the Parish Giving Scheme, supporting

treasurers and contributing to materials to assist parishes in becoming Joyful Generous Stewards. Training will be tailored to your individual needs.

The Stewardship Resourcing Officer role is supported by funding from the National Church Institutions through the Giving Advisor Fund and Strategic Mission and Ministry Investment.

*The duties and responsibilities below will be shared between the existing Stewardship Resourcing Officer and the successful applicant working it out together, bearing in mind geography, workload and experience. The two Stewardship Resourcing Officers sit within the Making Disciples project team as part of Vision 2026 and the Team Lead is the Archdeacon of Blackburn who is responsible for setting the overall priorities.*

*The Director of Vision Delivery, as line manager for both Stewardship Resourcing Officers, is responsible for approving the overall division of work, to ensure that no areas are neglected, and the work is fairly shared.*

### **Position in Organisation**

- Reporting to: Director of Vision Delivery
- Responsible for: No reports
- Key colleagues: Archdeacon of Blackburn, Stewardship Resourcing Officer and Making Disciples Coordinator
- Hours of Work: 35 hours (including some evenings and weekends)
- Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE

### **Duties and Key responsibilities will include:**

#### **i) Teaching and encouraging stewardship and generosity**

- Visiting parishes to speak, teach and (where invited) to preach about Joyful Generous Stewardship as part of Christian discipleship, mainly to PCC but at times to other parish groups, deaneries and occasionally at Sunday services. Keeping records of parishes that have been visited and, in conjunction with other colleagues, identifying additional parishes where input would be beneficial and endeavouring to meet with them. Monitoring changes in giving levels following visits to parishes.
- Ensuring that parishes understand their own financial position and giving profiles and helping them understand how they can encourage Joyful Generous Stewardship within their church through the use of Blackburn Diocese' Joyful Generous Stewards Resources, Giving in Grace or other resources.

#### **ii) Digital, Online and Direct Debit Giving**

- Assisting parishes in providing contactless and online giving to their churches, including helping parishes identify suitable products from those available on Parish Buying. This may also include training parishes where necessary.
- Encouraging parishes to embrace the opportunities offered by the Parish Giving Scheme. After suitable training the postholder will be involved in explaining the scheme and its benefits to PCCs, assisting them with the sign-up process and suggesting ways to promote this locally.

#### **iii) Resourcing parishes**

- Signposting to our suite of Joyful Generous Stewards stewardship resources together with other national resources and, where necessary, creating and updating resources for parishes to use to link generosity and stewardship to discipleship and to embed a culture of generosity across the diocese.
- Ensuring the diocesan website contains up-to-date information about generosity and stewardship and the available resources and updating this as required.
- Providing ad hoc support to treasurers and Gift Aid Secretaries in respect of day-to-day queries and helping them identify effective methods of record keeping. Identifying training needs of treasurers and signposting to external training or, where appropriate, holding training events or organising one-to-one training.
- Sharing in the creation and mailing of the 'Money Matters' diocesan mailing to treasurers and incumbents and other diocesan e-bulletins and publications.

**iv) Relationship Building**

- Developing productive working relationships with clergy and PCC officials and with colleagues within Diocesan offices so that parishes can be supported effectively. Offering support and guidance to the Bishop's staff on issues of Christian Stewardship and generosity and promoting stewardship and generosity principles at all levels of the diocese.
- Through attendance and involvement in the meetings of the Archdeacon of Blackburn's Making Disciples Team, developing an understanding of the other areas of discipleship identified within Vision 2026 and awareness of the resources and support available to parishes so that stewardship and generosity are seen as part of ongoing discipleship rather than as a solution to financial challenges
- Playing a full part in the life of the Northern and National Stewardship Network, fostering links with other members of the National Stewardship Network, and sharing knowledge and resources.
- Attending all relevant training and diocesan meetings or other meetings as appropriate.
- Undertaking other tasks and specific projects as may reasonably be required.

Note, this job description does not form part of your contract of employment.

**Person Specification**

		Assessed by	
		Application	Interview
<b>Experience, knowledge, training and qualifications</b>			
1. A committed Christian, understanding what it means to be a disciple of Christ, the concepts of generosity, discipleship and sacrifice and how being a Joyful Generous Steward is part of Christian discipleship. A person who has established their own principles for giving to their local church and comfortable talking about their own Christian faith and use of money.	E	Y	Y
2. Ability to use the Bible to teach generous giving and stewardship principles.	E	Y	Y

3. Relevant professional or theological qualification or evidence of having undertaken a course of study on the nature of Christian faith and discipleship, whether or not this led to a recognised qualification. Within Blackburn Diocese, this could include LLM training, ALM modules, or study courses held in your own church.	D	Y	
4. Excellent written and verbal communications skills, including the ability to summarise complex information, and give clear and concise information to a range of audiences. Able to build rapport with both clergy and PCC members to encourage them to review giving personally and in their parish/church.	E	Y	Y
5. Confident in, and able to use all usual office IT systems (including Excel and Word) and willing to learn others.	E	Y	Y
6. Confidence in understanding PCC accounts and in interpreting and explaining them.	E	Y	Y
7. Experience in working with statistical data and producing reports. Ability to manipulate and analyse financial and statistical data to report effectively.	D	Y	
8. Experience in delivering training material.	D	Y	
9. An understanding of how Gift Aid works.	D	Y	
<b>Personal qualities</b>			
1. An understanding of the Church of England, and the ability to work within its culture and mission across the range of church traditions with an understanding of the work of and challenges faced by clergy, lay leaders and volunteers at parish level.	E	Y	Y
2. Flexible and adaptable; able to identify opportunities and potential solutions in a variety of contexts.	E	Y	Y
3. Excellent 'people' skills; able to quickly establish credibility and respect and build strong working relationships. Able to work effectively with internal teams and colleagues and external groups and individuals.	E	Y	Y
4. Proactive self-starter with initiative and the capacity to work with minimal supervision.	E	Y	Y
5. Excellent time management skills. Self-motivated and well-organised; able to work efficiently and effectively in meeting deadlines.	E	Y	Y
6. Experience of working in a sensitive environment and handling confidential matters with tact and diplomacy.	D	Y	
7. Ability to persuade, lead, coach, inspire, support & motivate others.	D	Y	
8. Commitment to continuing professional development.	E	Y	
9. Strong personal code of ethics, integrity, diversity and trust.	E	Y	
10. Full driving licence and willing and able to travel across the diocese.	E	Y	
11. Willing and able to work some evenings and occasional weekends	E	Y	

There is an occupational requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 to the Equality Act 2010.

## Outline of Terms and Conditions

**Employer:** Blackburn Diocesan Board of Finance

**Contract type:** Permanent

**Salary:** £34,118.67

**Hours:** This is a full-time role based on a 35-hour working week, but the post holder will be required to work occasional additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours, which will include evenings and occasionally weekends.

**Location:** The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop will be provided to assist remote working.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave:** The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Additional discretionary days (non-contractual) may be given between Christmas and New Year.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give twelve weeks' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Benefits:** [Additional benefits offered](#)

**Right to work:** The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**