**Blackburn Diocesan Board of Finance Ltd**

**Job Description**

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| **Job Title:****Salary:****Hours:****Benefits:****Location:****Responsible to:****Responsible for:** | Community Development Funding Officer£36,665 per annum35 per week[Additional benefits offered](https://sway.cloud.microsoft/O0GG3sacdakUfIxM?ref=Link) Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QEDeputy Diocesan Secretary/Head of FinanceProviding advice and support to parishes re planning and delivering financial sustainability for externally funded posts  |

# Background

We are passionate about transforming the communities that make up the Diocese of Blackburn. Having secured significant funding from the National Church we have the opportunity to put boots on the ground. This funding will enable:

* 30 Children’s, Young People’s and Families Workers
* 18 Lay Pioneers
* 10 Administrators
* 1 x Inter-Cultural Ministry Enabler

Whilst these posts are funded initially, we need to support the communities (parishes), especially in deprived areas to continue these valuable posts into the future.

If you are an entrepreneurial individual with significant experience of fundraising and a flair for social enterprise, you can play a key role in the delivery of this exciting new phase for the Diocese of Blackburn.

This new post of ‘Community Development Funding Officer’ will play a critical role in the long term success of the programme through innovation and creativity in relation to how posts can be sustained financially locally as the national funding tapers over time. We are looking for somebody who is full of ideas as to how this sustainability might be delivered, with the sensitivity to understand that what works in one context is likely to be different to what works in another. The role will be essential in helping to avoid situations where parishes feel they can’t apply for a post because they can’t see a way to sustain it financially over time.

The Community Development Funding Officer will be responsible for working with parishes as they prepare their applications for the new posts and, if successful in their application, subsequently supporting the parish in the delivery of their financial sustainability plans. We are looking for someone who is excited about the vision of seeing Healthy Churches Transforming Communities across Lancashire. They will need excellent written and verbal communication skills as the role will involve regular communication and interaction with ordained and lay colleagues across the diocese. Proven success in charity (or church) development and sustainability is essential with experience in social enterprise an advantage.

# Responsibilities

*Supporting Parishes in preparing Applications for Posts*

* Meet with parishes considering applying for one of the posts, supporting them in creating a robust and realistic plan for long term local financial sustainability of the new role. These plans will require innovative and creative thinking which is grounded in and tailored to the local context of the parish in question.
* Ensure that planning around financial sustainability always has the mission of the church at the forefront and (a) is not to the detriment of the local church’s mission eg through using building space in such a way that mission is curtailed rather than enabled, and (b) is in accordance with the Church of England’s teaching and practice.
* Attend Application Evaluation Panel meetings as required to respond to questions and advise the Panel on the viability of the financial sustainability plans proposed in the parish applications.

*Supporting Parishes in the delivery of Financial Sustainability Plans for Posts*

* Meet regularly with parishes in receipt of one of the nationally funded roles (with the frequency of contact and meeting to be agreed with the parish and also the individual Project Manager of the funded Project).
* Provide ongoing advice in relation to implementation of the sustainability plans which is likely to include providing advice on making applications for grant funding, developing social enterprise, developing any twinning ideas and pursuing innovative / creative ways forward discerned in the planning phase.

*Knowledge, Networking and Training*

* Review what is working well across the diocese and nationally in relation to generating funding eg grant funding, use of buildings, social enterprise, twinning etc – always keeping in mind the core mission of the church.
* Actively network with Christian entrepreneurs and/or churches confidently sustaining paid posts to maximise the opportunity for enhancing knowledge and creative thinking around locally sustaining new posts.
* Stay up to date with the latest opportunities in relation to relevant grant funding both nationally and regionally and network with key grant making organisations.
* Deliver training, both online and in person, on applying for national and regional grants to help parishes have the best possible opportunity for success with the applications they write.
* Write helpful information packs and ‘how to’ guides to issue to parishes to help them plan for financial sustainability of posts.

*Linking in with the Project Leads*

* Whilst all part of one overarching programme, the different nationally funded posts fall within different projects. The Funding and Innovation Advisor will link in with each project lead in order to coordinate the funding support with the broader project work.

**Key relationships**

**Central staff**

1. Strategic Programme Manager
2. 2 x Diocesan Stewardship Advisors
3. Project leads (centrally based) including the Deputy Director of Education & Parish Renewal Lead.
4. Diocesan Finance team

**Parishes**

1. Ordained and lay leaders from parishes across the Diocese of Blackburn
2. Project leads (parish based) incl. the Urban Revitalisation Lead and Area Dean of Burnley.

**Beyond**

1) National church representatives especially the Vision and Strategy consultants for the northern dioceses.

2) Colleagues in similar roles in other dioceses.

# What we are looking for:

**Person Specification**

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| **Criteria** |  |
|  | **App** | **Int** |
| **Experience, knowledge, training and qualifications** |
|  | Educated to degree level (or equivalent experience) | Essential  | **🗸** |  |
|  | An entrepreneurial flair, ideally with experience of leading social enterprise or local business initiatives.  | Essential | **🗸** | **🗸** |
|  | Strong track record of charity fundraising and successful grant applications.  | Essential | **🗸** | **🗸** |
|  | Demonstrable experience of communicating both in writing and in person in such a way as to enthuse and engage others.  | Essential  | **🗸** | **🗸** |
|  | Experience and demonstrable ability to network, collaborate and readily build relationships. | Essential | **🗸** | **🗸** |
|  | Well-organised and administratively effective with good working knowledge of IT and social media platforms.  | Essential | **🗸** | **🗸** |
|  | Ability to work independently in handling a diverse workload and in keeping to deadlines with an attention to detail.  | Essential  | **🗸** | **🗸** |
| h | Experience of fundraising in a Christian context.  | Desirable | **🗸** | **🗸** |
| i | Experience and/or knowledge of church finance.  | Desirable | **🗸** | **🗸** |
| j | Experience of preparing and delivering training courses.  | Desirable  | **🗸** | **🗸** |
| **Personal qualities** |
|  | Actively support the Christian ethos of the church and project.  | Essential  | **🗸** | ***🗸*** |
|  | A creative thinker who enjoys the challenge of thinking of and proposing innovative ideas to solve complex problems.  | Essential | **🗸** | ***🗸*** |
|  | A hopeful character, who is able to encourage, build-up, and promote a can-do attitude.  | Essential | **🗸** | ***🗸*** |
|  | Proactive self-starter with initiative and the capacity to work with minimal supervision.  | Essential | **🗸** | ***🗸*** |
|  | Excellent influencing skills across a broad range of personality types, seniorities, and levels of engagement and support. | Essential | **🗸** | ***🗸*** |
|  | Strong understanding of an Anglican parish or church. | Desirable |  | ***🗸*** |

**Outline of Terms and Conditions**

**Employer**: You will be employed by the Blackburn Diocesan Board of Finance

**Salary:** £36,665 per annum

**Term of Appointment:** Fixed Term until 30th June 2031

**Hours:**Full-time (35 hours per week). The post holder may be required to work additional hours as to meet the reasonable requirements of the role. They will be entitled to time off in lieu for attending meetings outside normal office hours which may include evening and 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 are provided to assist remote working.

**Pension:**Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

**Annual leave:**Entitlement of 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.  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.

**References:** Appointment will be subject to the receipt of satisfactory references.

**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 six months’ notice should you wish to resign.

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

**Employee Assistance Programme:** Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

**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.**