



The Diocese of
Southwark

Church Buildings Fundraising Support Officer



Closing date: 9th February 2025

Interview date: 19th February 2025

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The Diocese of
Southwark

Deputy Diocesan Secretary

Jackie Pontin

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Dear Applicant,

I am delighted that you have expressed interest in the role of Church Buildings Fundraising Support Officer. I hope that you will find the information provided in the pack helpful.

Church buildings are crucial for our mission and ministry - but the challenge of keeping and maintaining them can be enormous. This opportunity to offer a greater level of support to our parishes as they seek to serve their communities will help parishes to experience their churches more as places of great blessing and joy and opportunity. By boosting available professional support to enable parish clergy and volunteers to access grant-money for building-projects, this role will help foster robust and flourishing congregations, and release resources, energy and potential for mission and outreach.

The Diocese has been awarded a grant, as part of a new national Church of England 'Buildings for Mission' initiative which will see £9 million shared with dioceses for providing specialist advice to parishes as well as distributing small grants. This full-time role will offer parishes advice on making repairs and improvements to church buildings, particularly supporting them in capital fundraising, as well as wider guidance on the sustainability of church buildings. The role is currently funded for one year, but with the possibility of continuing beyond then, subject to future available funding.

This post offers the right person a unique and interesting opportunity to make a difference to worshipping communities across South London and East Surrey. If you feel called to be part of our journey, and have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

If you would like an informal discussion about the role, ahead of any application, please don't hesitate to contact me.

With best wishes,

Jackie Pontin
Deputy Diocesan Secretary

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The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Nicola Thomas





The Diocese of
Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

Job Description

Job Title:	Church Buildings Fundraising Support Officer
Department:	Secretariat
Hours of work:	35 hours per week
Location:	Trinity House, Borough High Street
Reporting To:	Deputy Diocesan Secretary
Contract:	Full-time fixed-term contract, initially for 1 year, with possibly to extend - subject to a future successful funding bid.
Job Purpose:	<p>To provide specialist advice and, where appropriate, ‘hands-on’ assistance to parishes on grants applications and other means of capital fundraising, for maintenance/repair/conservation of church buildings and capital improvement works projects.</p> <p>To offer encouragement, help and support to parishes in developing strategic financially-achievable approaches to maintenance/repair/conservation and sustainable use of their church buildings, including community engagement and wider uses, as well as energy-efficiency and reducing carbon emissions.</p>
Key relationships:	<ul style="list-style-type: none">• DAC Secretary• Assistant Secretary to the DAC• Archdeacons• Diocesan Secretary• Fundraising Advisors• Bishop’s Lead for Strategic Development• Director of Giving• Director of Finance• Director of Mission• Head of Justice, Peace and the Integrity of Creation (JPIC)• Diocesan Environment Officer• Net Zero Carbon (NZC) Programme Manager

Background:

The Church Buildings Fundraising Support Officer is a new role which uses partnership funding generously awarded by the Church Commissioners through the 'Buildings for Mission' grant scheme, to provide frontline support to parishes in Southwark Diocese on capital fundraising for the maintenance/repair/conservation and use of church buildings. This will help ensure that church buildings remain open and sustainable in the long term, and that they are available to the wider community for diverse use in a way which is complementary to worship and mission, and in line with our Diocesan Vision to be Christ-centred and Outward-focused in all we do. Southwark Vision's developing priorities and objectives towards 2035 include all churches having a well-thought-through Mission Action Plan and reviewing our church buildings to ensure that they are fit for mission.

The intention is that the post-holder will focus on 'hands-on' assistance to our top priority churches identified through collaboration with Archdeacons, the Director of Mission and our Church Buildings & DAC team of approx. one church per deanery (twenty-five), together with regular advice and support to around fifty further churches (ongoing) and to be available to others on a more *ad hoc* basis. This would mean about half the total churches in the Diocese receiving the benefits of this bespoke role. This is only an initial approximate assessment of need and is intended to be flexible rather than rigid.

In doing so, churches with fabric and repair/conservation problems will be better able to access funding that means they are put in better condition, thereby better able to remain open and sustainable. This will help foster robust and flourishing congregations and release resources, energy and potential for mission and outreach. This would link up with other initiatives such as the Diocese's Net Zero Carbon project.

The role will provide a parish-facing frontline post, to complement existing staff roles (including the DAC Secretariat), helping to fulfil the Diocesan staff-teams' aims to serve, support and enable the mission of God in parishes. The post-holder's work will assist in furthering a number of the Diocese's Strategic Objectives for growth (including to grow average weekly church-attendance and to grow financial resources), and Annual Objectives for 2025.

The Diocese regards this as an important role and is committed to ensuring the postholder would benefit from and contribute to our stated core staff values which include collaborative team-working. We have a well-developed culture of collaboration and support for our Archdeacons and other Diocesan leaders with regular opportunities for them to meet with Diocesan colleagues.

The post-holder would be located within Secretariat, which is the administrative centre for the Diocesan office, and which includes our Church Buildings team, Strategic Development team, and our Parish Funding & Giving team.

The Diocese has previously partnered with Historic England to provide an Historic Churches Support Officer, and this Church Buildings Fundraising Support Officer role has been established over the last year by a well-qualified individual who has created the working practices and demonstrated the need for this work in our Diocese. The person who will now fill this role will further develop the work of their predecessors.

Detailed Duties:

Capital Fundraising

- Promote and facilitate access to sources of grant-funding and encouraging parishes to think imaginatively about capital fundraising strategies and income-generation to maintain and develop their buildings, including to move towards Net Zero Carbon.
- Give advice and assistance to individual parishes on capital fundraising for works to church buildings, including: identifying possible sources of funding; advising on making grant-funding applications and assisting parishes where needed; and helping parishes develop broader financial strategies (including possible income-generating activities).
This will involve having one-off or regular meetings with parishes, both in-person (at churches or office-based) and - where appropriate - through video conferencing.
- Develop good knowledge and understanding of possible sources for grant-funding at national, regional and local level, and keep abreast of new opportunities and changes in the grants-giving sector. Be responsive to short-notice deadlines.
- Working with the Diocesan Giving team, provide guidance to churches on fundraising, in particular to identify potential revenue and funding sources for events, activities and new facilities, help prepare applications and carry out project development.
- Maintain relationships / proactively build and develop new relationships with key grant-making bodies (e.g. John Marshall's Charity, ChurchCare (Church Buildings Council), the National Lottery, the Surrey Churches Preservation Trust, the National Churches Trust, and Benefact Trust), and other sources of funding support and partnership including Local Authorities. Take responsibility as point of contact.
- Keep abreast of major projects and proposals being considered by the DAC and identify opportunities to offer support.

The postholder will usually be expected to attend DAC site visits, and monthly DAC committee-meetings as required.

Church buildings strategic thinking

- Offer encouragement, help and support to parishes in developing strategic financially achievable approaches to maintenance/repair and sustainable use of their church buildings, including community engagement and wider uses.
- Liaise closely with key colleagues and other diocesan staff in signposting and offering assistance to parishes on making their buildings fit-for-purpose and sustainable, especially in delivering the aims and objectives of Southwark Vision. This will include working alongside Net Zero Carbon specialist colleagues in furtherance of environmental objectives to address climate change.
- Under the guidance of the Diocesan Secretary / Deputy Diocesan Secretary / Bishop's Lead for Strategic Development, to work collaboratively with parishes, diocesan colleagues and others to integrate thinking about church buildings with mission and ministry planning, to unlock the potential of church buildings for mission and community outreach.

Grants distribution

- Work with the DAC Secretary, Archdeacons and Diocesan Secretary in allocating grants from John Marshall's Charity to churches for their building projects.
- Administer the Minor Repairs and Improvements Grants Fund, which is aimed at long term sustainable use of church buildings. In particular: identify suitable projects, work with PCCS to obtain specifications and help carry out procurement, as necessary.
- Working with colleagues on the Net Zero Carbon programme, help administer a grants fund for energy-saving measures, ensuring effective coordination with the Minor Repairs and Improvements Grants Fund as necessary.

Communications

- Collaborate with the Communications Department to communicate fundraising news (and application deadlines) and guidance to parishes, as well as assisting with communications for wider church-buildings-related topics including celebrating and sharing news of successful grants awarded and projects completed.

Training, events and CPD

- Deliver appropriate capital fundraising training opportunities in-person and online, including organising workshops and participating in other diocesan-organised events.
- Develop useful information and resources (particularly online, through the diocesan website) giving guidance to parishes on grants and capital fundraising.
- Attend conferences and round-table events on capital fundraising and church-building development, representing the diocese when requested to.
- Take responsibility for personal/professional development in capital fundraising, attending suitable training events run by the Cathedral & Church Buildings Division, and other bodies and organisations, and reporting back to colleagues.

Monitoring & Evaluation

- Be responsible for taking a leading role in the Diocese's participation in ongoing/periodic monitoring and evaluation activities, as required by the conditions of the Archbishops' Council funding for the Support Officer role and the Minor Repairs and Improvements Grants.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

<i>Qualifications and Experience</i>
Experience (or qualifications) in a relevant field: this might include: fundraising / financial; community development; volunteer management; heritage/cultural/community management; project-management; heritage / buildings / construction
Knowledge and experience of heritage / community / religious grant-funding sources and how to access them
Prior involvement in charitable fundraising for places of worship / charities / not-for-profit sector
Experience of working with building owners/volunteers and wider community groups to build capacity and understanding
Experience of handling applications / casework / administrative procedures
Experience of writing fundraising bids or completing grant-applications
<i>Skills and Knowledge</i>
Understanding of what is required for long-term and ongoing maintenance and sustainability of historic buildings / community buildings / places of worship
Understanding of project finances, budgets, cash-flow and VAT
Abilities in persuasion and advocacy, problem-solving, decision-making, project-planning, programme-management, research, and attention to detail
Awareness of organisational structures within the Church of England
Awareness of historic buildings legislation (Listed Building Consents, Conservation Areas) and the planning process generally
Ability to understand proposals for building-works, through interpreting technical drawings/plans
Appreciation of ecclesiastical architecture and historic buildings
Excellent interpersonal, verbal and written communication skills, and ability to influence organisations and groups
Understanding of (and ideally prior involvement in) developing complementary (community and/or commercial) uses for historic buildings and/or places of worship
Ability to present/deliver in-person and online training, and to organise such events
Good IT skills, and familiarity with Microsoft Office (including Outlook, Word, and PowerPoint)
Good numeracy skills, including experience in Excel and use of spreadsheets for analysis and reporting

Personal Qualities and Behaviours

A positive regard for and understanding of the vision, aims and ethos of the Diocese of Southwark and the Church of England, and the challenges they face

Interest in and enthusiasm for places of worship, community buildings, and historic buildings; and ability to empathise and engage with community groups and with issues facing the historic environment

A common-sense and pragmatic 'can-do' attitude; able to work resiliently under pressure

A proactive and creative self-starter with initiative, and the capacity to: work with minimal supervision, prioritise effectively and work to deadlines

People - orientated; ability to work with people from diverse and wide-ranging backgrounds; patience, tact, sensitivity, diplomacy, politeness, sense of humour; friendly and approachable; ability to explain complex issues to a non-specialist audience

Collaborative team-player, and supportive of colleagues; able to build/maintain/develop relationships with crucial stakeholders (including Local Authorities and grant-giving bodies)

A willingness to work flexibly, including occasional evenings and weekends

Ability to travel to all parishes within the geographical area of the diocese



The Diocese of
Southwark

TERMS AND CONDITIONS

Church Buildings Fundraising Support Officer

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, [although you may be required to visit churches around the Diocese. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

Salary

The post has a salary of £43,260

Probation

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

Hours of work

Full Time - [35 hours per week, Monday - Friday]

There is flexibility between 7am and 7pm by agreement with your line manager. [Flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, with prior approval of your line manager, will be granted.]

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

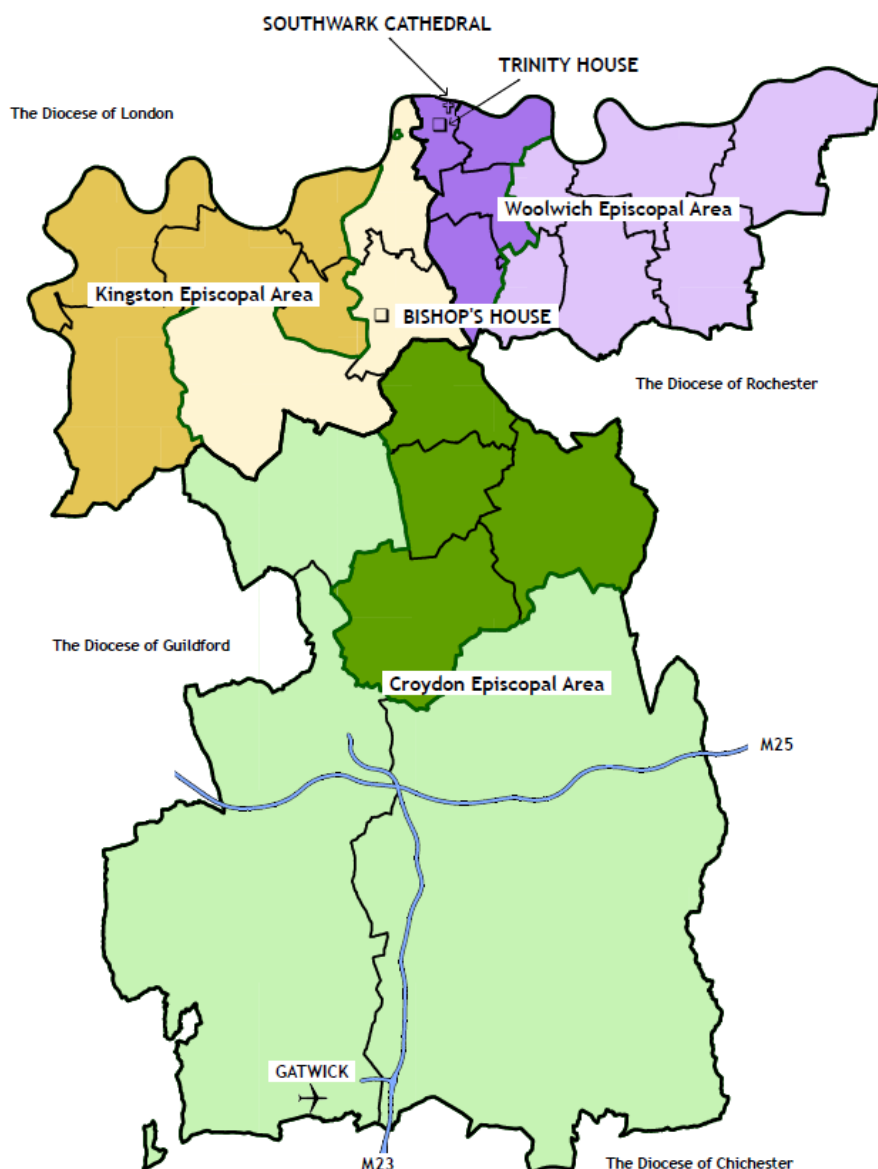


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<p>DIOCESAN STAFF PURPOSE</p> <p>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</p>
<p style="text-align: center;">DIOCESAN STAFF AIMS</p> <ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
<p>DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability