

JOB TITLE: Stewardship Manager

LOCATION: The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL

GRADE: Grade 8

REPORTING TO: Finance Director

PURPOSE OF JOB

Support the growth of a culture of generosity and increase the financial resources available for mission in parishes and at diocesan level. Embed principles of generous giving and effective practice across the Diocese of Rochester, increasing levels of giving in our parishes to sustain the ministry which supports mission. Help parishes identify and overcome barriers which may hinder generosity.

PRINCIPAL ACCOUNTABILITIES

1. Lead on the work to establish a culture of generosity and mutual support irrespective of theology or church tradition across the Diocese of Rochester.
2. Promote and encourage a culture of generous giving in parishes through preaching, teaching, running stewardship courses, enabling giving reviews and any other means as agreed with the Finance Director.
3. Work alongside the Finance Director, Archdeacons and other colleagues to develop, manage and grow parish offers, including identifying and developing generosity in those parishes which with assistance and mentoring can cover their ministry costs.
4. Promote, support and enable parishes in the use of the Parish Giving Scheme, online and other digital forms of giving including alternative approaches for regular giving, and legacies.
5. Work with the Head of Communications to promote generosity and giving through a wide range of communications media, including promotion of the Church of England centrally produced materials.
6. Liaise with the Mission and Ministry Development team on training for clergy and lay leaders to encourage confident teaching on Christian generosity and on good giving practice and managing parish finances.

7. Make effective use of statistical information on parish giving, finance and trends in diocesan and national giving to help develop strategies which address barriers to giving.
8. Provide a generous giving perspective and input into diocesan strategic initiatives and planning, as appropriate.
9. Create preaching resources and other training resources for clergy and lay leaders.

SKILLS AND EXPERIENCE

- Extensive experience of fundraising, preferably in the context of a Christian charity.
- Extensive experience of working with high-value donors.
- Advanced negotiation skills.
- A clear understanding of the theology and biblical principles of Christian generosity and stewardship and be able to translate them into different contexts.
- An understanding of the culture of the Church of England and an ability to relate to and value all kinds of people and traditions within that Church.
- Experience of initiating, developing, and implementing plans and projects, and delivering results in line with agreed objectives and goals.
- Experience of persuading and motivating people or organisations to pursue new initiatives and behaviours in order to meet shared objectives.
- Excellent verbal communication and interpersonal skills in one-to-one, group and presentation contexts.
- Experience of teaching, training, facilitation and/or coaching.
- Excellent understanding of finance and an ability to analyse and interpret data from a range of sources.
- A good understanding of people's attitudes and behaviours in relation to personal finance.
- Excellent organisational and time management skills, with the ability to manage multiple relationships and work streams.
- Able to travel to all areas of the diocese including evenings and weekends to meet with parishes.
- The nature and context of the post means that it is an Occupational Requirement for the postholder to be a practising Christian.

As a Diocese we take our safeguarding responsibilities seriously and are committed to ensuring that our churches and buildings are safe places for all. We expect that everyone will work within safeguarding policy and complete all relevant training. In particular, the diocese expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer.

All appointments are subject to acceptable pre-appointment checks.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.