



The Diocese of
Southwark

Digital Giving Advisor

An exciting role which suits flexible working for part-time or a full time role.



**Christ
Centred**

**Outward
Focused**



The Diocese of
Southwark

Department

Gabby Parikh

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Dear Applicant,

I am delighted that you have expressed interest in our role of Digital Giving Advisor. I would be very happy to have an informal discussion about the role, and to provide more information; please contact me on 07958 275744.

We are looking for a good communicator who is excited by God's generosity, and keen to encourage and support our diverse parishes as they use digital giving in a fast paced and changing digital landscape. Digital Giving is an increasingly important income stream for all charities, including our churches. 92% of our churches offer one or more ways of digital giving. We encourage our churches to adopt best fundraising practice and are keen to take advantage of innovative technology. Hear from one of our vicars about the success of their [Give to go Green digital fundraising](#)

We have a strong partnership with our parishes with a positive culture of generosity and commitment to each other. Our parish share scheme, the Parish Support Fund, is a generosity-based offering scheme with collection rates of 99+%. [In this video](#) two team vicars explain how generosity is making a difference in Thamesmead.

This role is currently a full-time role, focusing on supporting parishes with digital giving, helping with technical issues and encouraging best fundraising practice. It might suit someone who is a recent graduate and who is interested in technology, and developing their experience in digital fundraising, training and communication. A part-time opportunity could be accommodated. Many of our staff work flexibly. Please indicate in your application and talk to us at the interview about the flexibility and work hours you would prefer.

We seek to be innovative and creative in our giving strategy and enjoy working closely with the Church of England central Giving Team. You will work with the Director of Giving, three other members of the giving team, and many colleagues, both within the Diocese and nationally, to promote and develop a culture of generosity, encourage increased digital giving, and support congregations to help grow the Kingdom of God through the Southwark Vision.

If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Gabby Parikh

Director of Giving and Parish Funding

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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.

Diocese of Southwark Job Description

Job Title: Digital Giving Advisor

Reporting to: Director of Giving and Parish Funding

Location: Trinity House, Borough High Street, SE1 1HW

Background to the job

As a Diocese, we encourage a culture of generosity as we celebrate churches, worshipping communities and fresh expressions of Church (across the full spectrum of traditions) that speak well of each other. Together we seek to support, resource and deliver a programme of missional growth. Our values are at the heart of everything we do, as we seek to enable and serve our parishes with collaborative teamwork and respect for all. We are committed to offering you the opportunity to develop and thrive and offer training and mentoring within Diocesan and national spheres.

Digital Giving is a vital and growing income stream for our parishes. Southwark Diocese has been at the forefront of introducing digital giving. We are proactive taking part in several of the Church of England's pilot projects e.g. the "Give to Go Green" and "Sum Up Point of Sale" pilots and pioneered the "Try before You Buy" scheme. This role is to resource and equip our parishes with the ever-changing technology, monitor the use by churches and encourage our parishes to use contactless and online giving in more giving and fundraising scenarios. Digital giving continues to grow - in 2025 digital gifts via contactless and online donations were more than the each of the corresponding months in 2024!

We also offer some flexibility regarding the normal hours of your working day to support work life balance. The job location is listed as the Diocesan office at Trinity House but will be a mix between office, homeworking (one day), and meeting around the Diocese with church representatives. We would expect that at least 50% of your time would be office-based to foster team-working and collaboration. This post does require some flexibility and out of hours working to support evening and weekend activities - some volunteers are only available in the evening, in person or on zoom, and PCC meetings are often in the evenings and sometimes at weekends. You will be compensated for this with time-off in lieu.

Job Purpose / Summary

We are seeking a collaborative person who would enjoy working with our diverse churches and their volunteers, continuing to build and inspire digital giving across Southwark Diocese.

- Are you excited by God's generosity and believe in people and communities being generous disciples of Christ?
- Do you have a "can-do" attitude? Are you interested in digital fundraising, changing technology and the opportunities these bring?
- Do you have the enthusiasm and inter-personal skills to help lay and ordained people across our diverse Diocese to use digital giving mechanisms?

Are you interested in church or charity fundraising and looking for a new challenge?

No prior knowledge of digital giving mechanisms is needed - full training will be given. Would you like to join us, be willing to learn and work with us as we seek to be a Diocese that is Christ-centred and outward focused? If so, please read on.

You will work with the Director of Giving, three members of the Generous Giving team and many colleagues, to promote and strengthen our culture of generosity and encourage increased digital giving.

This post is currently full-time but we are willing to consider a part-time role. We are looking for a minimum of 28 hours and are happy to offer a flexible working pattern.

Key Responsibilities

Encouraging Generous Giving

As part of the Giving Team, to inspire and nurture a culture of generosity, working with and through others to deepen understanding and outworking of generous giving on a personal and congregational level across our diverse Diocese.

Digital Giving and Fundraising

To work strategically and practically to maximise the use of online and contactless giving in our parishes

Develop up-to-date product and development knowledge of current and emerging technology.

Provide technical support and respond to parish queries in a friendly and timely manner to find solutions to their digital issues. This may require liaising with hardware and software providers, and the National Giving Team.

Provide training for parishes and deaneries (both in-person and online), offering bespoke one-to-one support for parishes and their officers and volunteers, including setting up accounts, units and online giving pages.

Gather and analyse statistical and other data on contactless and online giving across our Diocese. Monitor and evaluate progress, identify challenges and opportunities and working with the Director of Giving use this to inform current work and future strategies.

Update and communicate good practice and share learning through our website, social media, blog posts e.g. [How to use Give a Little's Reports to streamline your Gift Aid - The Diocese of Southwark](#), Bluesky, regular newsletters, case studies and online resources. Maintain and develop creative parish resources e.g. pew cards, posters or videos etc to encourage best practice, such as the use of QR codes Familiarity with Canva would be a bonus.

Administer and promote the use of the Diocesan contactless giving machines through the “Try Before You Buy scheme”.

Support the “Give to Go Green” National roll-out project (May 2026) which is using digital giving to raise funds for Net Zero Carbon projects and other digital fundraising project e.g. the current “Point of Sale” pilot. Evaluating learning for future fundraising.

Providing technical support for Diocesan fundraising initiatives, for example, the annual Bishop’s Lent Call Project.

Parish Giving Scheme

To monitor and promote participation in the Parish Giving Scheme (PGS) including providing advice and support for parishes considering or actively engaging with the PGS and to maximise the use of, and benefit of, this membership at parish level.

Communication, training and support

To build and support good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.

To be responsible for updating our [website’s giving pages](#) and helping with regular social media and parish communications.

To help prepare and deliver engaged training events for treasurers, new incumbents and others, working collaboratively with Finance, Ministry and Discipleship, and other Diocesan teams.

Promoting giving through Gift Aid so that parishes can maximise their income, offering support and parish training where necessary.

To signpost accounting, budgeting, support and funding sources for specific projects, including working closely with colleagues across other departments.

To attend regular giving team meetings and weekly National Giving team meetings, together with professional development sessions.

To act within the Code of Fundraising Practice

Parish Share

In 2015 the Diocese successfully changed its parish share system to a generosity-based offerings system, the Parish Support Fund (PSF), working in close partnership with our parishes. [Please view our 2026 PSF booklet here](#)) You will support this by being willing to promote the principles of the PSF.

Key Relationships: Generous Giving Advisor, Communities Fundraising Fundraiser, Income Generation Fundraising advisor,
Incumbents, Churchwardens, Treasurers, Parish Gift Aid and Stewardship officers
Archdeacons
Diocesan Secretary and Secretariat
Other Diocesan departments including Financial Services, Press and Communications, Pastoral department (regarding grants and funding)
Regional and National colleague

Safeguarding

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

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

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act

Essential	Desirable
Experience and qualifications	
The ability to communicate in a clear and lively manner both in writing and verbally	An understanding of the structure, breadth and dynamics of the Church of England
To be numerate, with experience in Excel, and the ability to use spreadsheets for data collection and preparing accurate reports using data	Have experience of coordinating, planning and leading training sessions
Experience of successfully delivering projects	Having relevant experience in a Christian Stewardship and /or Fundraising role
Experience of working with volunteers	Graduate, a degree or equivalent level of education
An understanding of diversity and cross-cultural dynamics	
Skills/Aptitudes	
A commitment to the promotion of the principles and practice of Christian generosity and giving	Experience using websites and social media for promoting topics/learning
An interest in and willingness to learn more about digital giving (contactless, online giving and QR codes) and fundraising	An understanding of His Majesty's Revenue and Customs (HMRC) regulations regarding Gift Aid
The ability to plan and organize workload, work to deadlines and manage conflicting priorities	A car driver, or able to travel to all parishes within the Diocese
A willingness and ability to work evenings and weekends as required	Experience with creating and leading presentations to other professionals or members of the community
A friendly and supportive manner with an ability to develop good relationships and be proactive in seeking solutions to help churches.	
Good IT competency in Word, Excel and PowerPoint	
Ability to deal sensitively and diplomatically with a range of people	
Ability to maintain a high level of confidentiality	
Character and personal qualities	
A desire to serve churches in Southwark Diocese with a passion for resourcing mission and ministry, which enables spiritual and numerical growth	
Being a committed, practising Christian, comfortable with working in the Church of England with parishes of different traditions, and taking part in their services	
Be self-motivated, with the ability to work well both independently and as part of a team	



The Diocese of
Southwark

TERMS AND CONDITIONS

Digital Giving Adviser

A flexible role - part or full-time. We are looking for a minimum commitment of 28 hours per week.

Outline terms and conditions

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 £34,000 per annum, depending on experience.

Probation

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

Hours of work

Flexible - between 28 and 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...

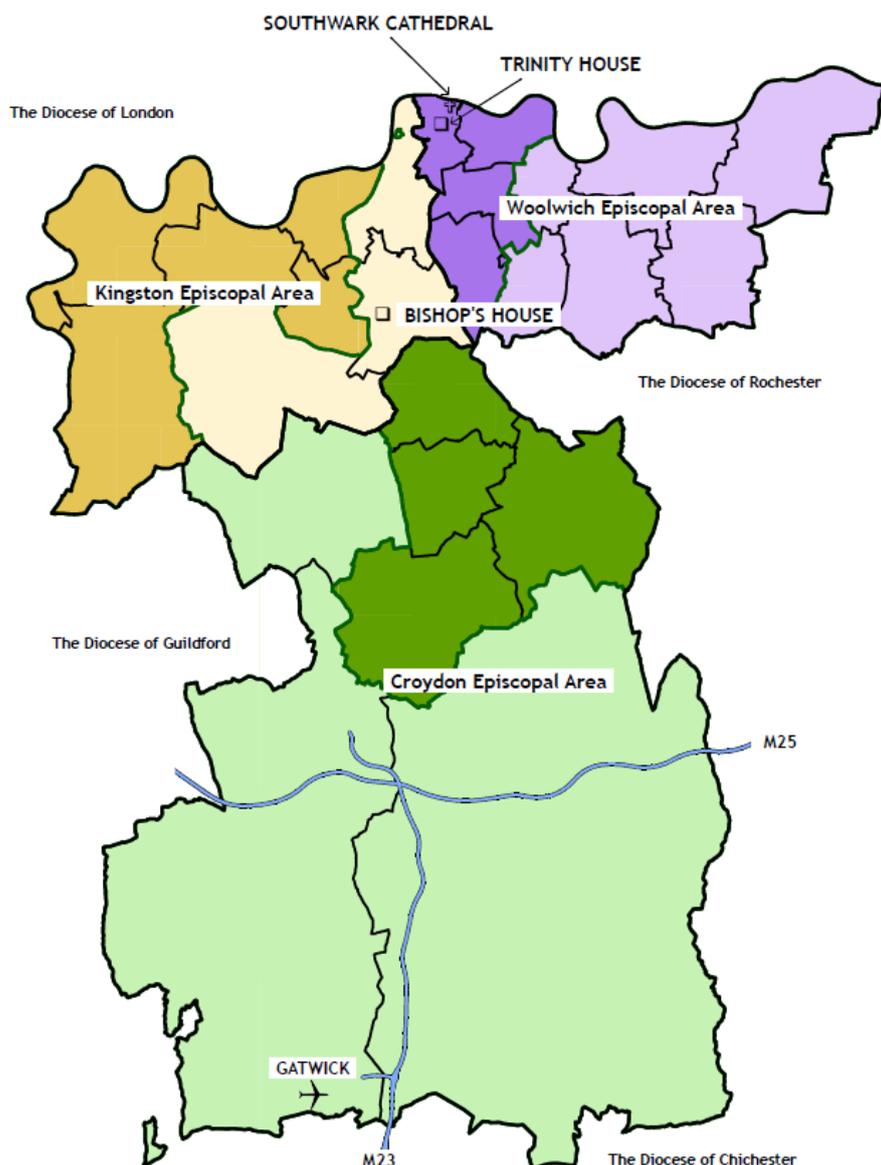
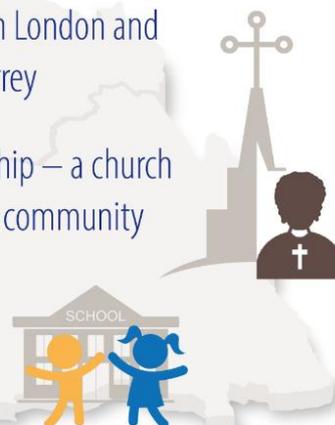


2.9 million people

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 style="text-align: center;">DIOCESAN STAFF PURPOSE</p> <p style="text-align: center;">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 energized, 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 style="text-align: center;">DIOCESAN STAFF VALUES</p> <ul style="list-style-type: none">• Effective Stewardship of resources• Collaborative Team Working• Respect for all• Transparent Accountability