

Diocese Of Worcester Stewardship Officer working on the Giving Mechanisms

Part-time, fixed term contract (until December 2028)

Job Role & Responsibilities

Stewardship Officer working on the Giving Mechanisms

Part-time (2 days a week)

Fixed Term Contract (until December 2028)

Strategic Background

The Diocese of Worcester is forging a new path and planning radical change. We are engaged in a major transformation programme with a wide remit across the church organisation, mission and ministry. Our aim is to see as many healthy and sustainable churches as possible across Worcestershire and Dudley. In addition to funding generously provided by the Strategic Mission and Ministry Investment Board, we have committed significant resources from our own Diocesan reserves towards realising this strategic vision.

There are various paths to sustainability for parishes, but financial stability is an essential part, and the giving of individuals forms the core of church finances. We have implemented and continue to pursue a focused strategic approach to supporting parishes to move towards more financially sustainable models, and the senior leadership team fully supports this approach.

This role will contribute to our Diocesan vision, through our generous Christian stewardship strategy, by enabling churches to:

- Confidently offer a wide variety of giving methods
- Encourage their congregations to leave a legacy to their church
- Exercise good financial stewardship and encourage generosity

Role and Responsibilities

Responsible to:

Chris Ottershaw, Parish Resources Officer

The role of the Stewardship Officer is to implement the diocesan strategy for encouraging generous Christian stewardship. This will be focused especially on giving mechanisms, such as the Parish Giving Scheme, contactless devices, and legacies, but with a clear understanding of the much broader vision of generosity and giving of time, talents and money.

The Stewardship Officer will report to the Parish Resources Officer and is part of the Finance Team. There is also a strong and supportive network of diocesan stewardship advisers, which functions both nationally and regionally.

Stewardship is an integral part of the call of Christ to live as his disciples, both individually and corporately as his Church. As a team, we approach our work through the Kingdom People values, and aim to be relational and holistic in our approach to generous Christian stewardship, aiming to model the behaviour ourselves that we wish to see from our churches.

Key tasks

Helping parishes with the Parish Giving Scheme and contactless devices

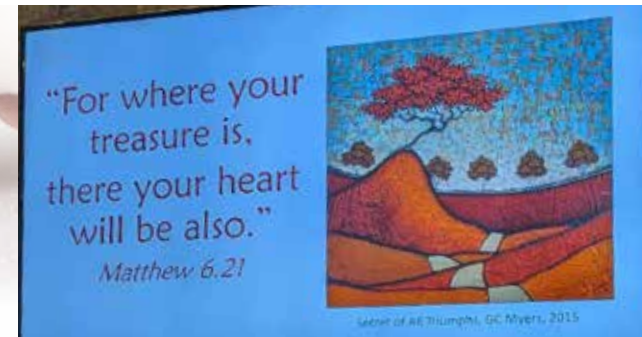
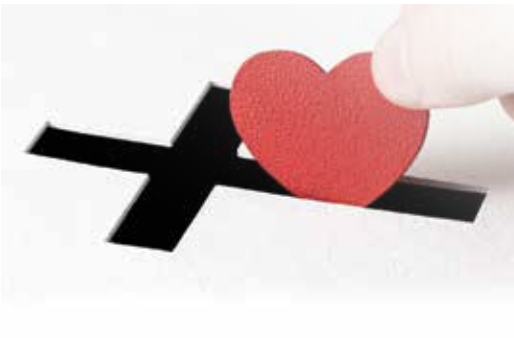
- Support growth in the take-up of the Parish Giving Scheme for regular and one-off giving.
- Help churches to access Digital Giving, mostly through contactless devices, but also QR codes and web links.
- Manage the day-to-day running of the Diocesan Try Before You Buy scheme for contactless devices.
- Organise contactless device rollouts for our lowest income areas (and possibly rural areas).

Helping parishes with encouraging legacy giving

- Support growth in the take-up of legacy campaigns in parishes.
- Support PCCs in thinking about their legacy policies.
- Organise training events for running a legacy campaign in parishes.
- Encourage the writing of wills.

Enabling churches across the Diocese to offer a clear and compelling vision for generous Christian stewardship.

- Support the Diocesan strategy for encouraging giving and generosity.
- Promote a greater understanding of the principles of Christian giving, as one important strand of the diocesan Kingdom People vision.
- Be alongside local churches, in all their diversity, inspiring, equipping and resourcing their financial stewardship both theologically and practically.



Person Specification

Essential:

The person appointed will be:

- Empathetic and committed to the Kingdom People vision of the Diocese of Worcester.
- Knowledge of generosity principles and Christian financial stewardship.
- Working experience that includes relating confidently and appropriately to people in a wide range of roles, for example: PCC members, treasurers, clergy, fellow diocesan officers, senior diocesan and church staff.
- Have training experience – ideally including volunteers.
- Competent with IT, including the use of software such as Microsoft Office, including Powerpoint, and web-based platforms.
- Able to help others who find accessing online support difficult.
- Travel regularly, widely and flexibly in both rural and urban parts of the Diocese.
A current driving licence is essential unless suitable alternative arrangements can be made.
- Prepared and willing to work outside normal office hours, for which time off in lieu will be offered.
- Demonstrate good self-awareness and emotional intelligence.

Desirable:

The person appointed may:

- Be competent and confident at interpreting financial and statistical information.
- Have experience of parish life and organisation in lay and/or ordained roles.
- Have experience in organising training events.
- Committed to the importance of Christian giving, and keen to develop their depth of understanding around Christian giving.

The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Worcester we follow and are committed to the Church of England's House of Bishops' Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount.

Benefits and How to Apply

- Salary:** £12,900 (being pro-rata of the full-time equivalent £32,408) plus a generous non-contributory pension and holidays.
- Hours:** This is a role funded by the Diocese of Worcester for 14 hours per week (0.4 FTE) until December 2028. Stewardship Networking takes place on a Wednesday morning, so we would require you to work then. We can, however, be flexible with the other hours – talk to us about how this could fit into your life.
- Location:** We offer hybrid working, so you will work both from the Diocesan Office (Lowesmoor Wharf, Worcester) at least one day a week and can also work from home, as well as visiting local churches and parishes.
- To apply:** This role may also be applied for with the 0.6 FTE stewardship officer role working on Cornerstone rollout. In which case, please indicate this on your application form and complete only one application.
- Selection Process:** All applications are subject to shortlisting. Panel interviews are usually held in person. The recruitment process usually consists of a panel interview and a task relevant to the role. Some processes may also involve a presentation.

Complete the on-line application - link available at www.cofe-worcester.org.uk/vacancies

For more information please refer to this candidate pack, also available from: www.cofe-worcester.org.uk/vacancies

Closing date: 22nd July 2026

Interview date: 30th July 2026

The Church of England is for everyone, and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese. We welcome all applications from interested and suitably qualified people, and particularly welcome applications from those of global majority heritage and people with disabilities.

