



The Diocese of Leeds Net Zero Carbon Fundraising Officer

Job Title **Net Zero Carbon Fundraising Officer**

Part-time 21 hrs (3 days) per week. Fixed term 18 months

Reporting To Senior Stewardship Officer

Key Relationships

Senior Stewardship Officer, Diocesan Environmental Officer, Diocesan Church Buildings Team, Diocesan Property Team, Diocesan Education Team, Incumbents, Churchwardens, Treasurers, Archdeacons, Diocesan Secretary

Other Diocesan departments including Finance, Communications, Diocesan Advisory Committee

Regional and National colleagues

Funding

This post is funded by the Church of England Net Zero Capacity Building Fund for a period of 18 months. Therefore the contract will be a fixed-term of 18 months

Salary Scale

£35,983 Pro rata

Job Purpose:

- To support Diocesan staff teams and parishes to secure funding to deliver NZC projects and initiatives
- To contribute to the infrastructure, culture and capability across the diocese in furthering the NZC ambition of the diocese.

Key Responsibilities

- Support diocesan staff in drafting and submitting funding applications as required
- Support parishes in identifying suitable funders and provide advice on writing grant applications
- Responsible for researching and identifying sources of funding from grants and foundations (particularly local and regional). Keep records updated including using grant funding databases.
- Liaise with local authorities to explore collaboration for funding for churches

Working with the Senior Stewardship Officer:

- Promote and administer the Diocesan and National NZC Grants schemes.

- Deliver training and surgeries online and face to face to upskill parish representatives in NZC funding opportunities and application skills
- Assist parishes to develop local fundraising plans, including digital fundraising
- Explore with parishes how their buildings can be used as community assets in order to secure funding

Working with the Diocesan Advisory Committee:

- Identify churches undertaking works requiring a faculty and who need to apply for grant funding and fundraising in the community.
- Identify groups of churches with thematically linked projects that may be able to apply collectively for funding.

Communication, training and support

- Support the development of a programme of regular communication to parishes on funding opportunities
- Keep the website and diocesan online resources platform (digital learning platform) updated with key information.
- Build good working relationships with clergy and lay people throughout the differing church traditions in the Diocese.
- Maintain external links with the Regional and National Giving Advisor Network and other organisations.

Experience and qualifications	
The ability to communicate in a clear and lively manner both in writing and verbally	Essential
Experience of giving advice on running successful funding campaigns	Essential
Experience in seeking and applying for funding from grant making bodies	Essential
Experience of co-ordinating, planning, designing and leading training sessions aimed at a variety of audiences	Essential
Experience in a Christian Stewardship and /or Fundraising role	Desirable
Experienced at working with the voluntary sector	Desirable
Graduate, a degree or equivalent level of education or similar relevant experience	Desirable
Experience in book-keeping, accounting, treasurer responsibilities and charity law	Desirable

Skills/Aptitudes	
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the Diocese regardless of their church traditions	Essential
Excellent IT competency in Word, PowerPoint and Excel	Essential
Highly organised, able to work to tight deadlines and manage conflicting priorities	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
An understanding of diversity and cross-cultural dynamics	Essential
Ability to maintain a high level of confidentiality	Essential
An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to teach others	Desirable
A willingness and ability to work evenings and weekends as required	Desirable
A car driver, or able to travel to all parishes within the Diocese	Desirable
An understanding of the challenges facing local churches	Desirable
An understanding of the range of digital giving technologies available to churches	Desirable

Character and personal qualities	
In sympathy with the ethos of the Church of England and comfortable engaging with a worshipping community	Essential
Have a clear customer-focused outlook	Essential
Be self-motivated, with the ability to work well both independently and as part of a team	Essential

Any Other Duties

The post holder may be required to work occasional evenings and weekends as required.

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 post-holder, and you may be asked to perform any other duty as directed from time to time.