JOB PACK

# Parish Share Lead

JUBILEE HOUSE
Diocese of Southwell & Nottingham

GROWING DISCIPLES
COMPASSION CONFIDENCE COURAGE

THE CHURCH OF ENGLAND
Diocese of Southwell & Nottingham

VISION & ROLE PROFILE

## VISION & CONTEXT

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. Watch our vision video here.

The Diocese has relatively recently reviewed its Parish Share strategy, developed 10 Year Trajectories for Parishes, and co-ordinated a multi-layered 'Journey of Generosity', of which Parish Share is a key component.

## ROLE PROFILE

The Parish Share Lead will play a key strategic and operational role in developing and delivering a successful Parish Share system. The postholder will lead and co-ordinate the Parish Share Team, embed the strategic diocesan Parish Share vision, strengthen relationships between parishes and the Diocesan Board of Finance, and build confidence and trust through clear communication, engagement, and transparency around diocesan provision and its impact on parish ministry.

## TERMS OF EMPLOYMENT

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| Title | Parish Share Lead |
| Reports to | Finance & Operations Director |
| Location | Jubilee House, Southwell |
| Working hours | 35 hrs/week |
| Salary | £34,994 to £40,583 depending on experience. |
| Contract | Permanent. Funded substantially by the National Church for a three year period. |
| Pension contribution | Employer contribution of 10% |
| Annual leave | 25 days + bank holidays and 5 company-wide discretionary days |

## KEY RELATIONSHIPS

The post holder is an employee of the Diocesan Board of Finance (DBF) and will report to the Director of Finance and Operations.

**Internal relationships include:**

The Finance & Operations director, the Diocesan Parish Share Team, Archdeacons, Parish Finance Enablers, the Data Analyst, the Programme Management Office and the Communications team.

**External relationships include:**

Church House Senior Leaders, the National Giving Team, parish clergy and PCCs.

## MAIN ACTIVITIES AND RESPONSIBILITIES

- Own and deliver a multi-year Parish Share project plan that engages all key internal and external stakeholders, refining the current 10 Year Trajectories where necessary
- Advise the Parish Share Team on priorities, risks, and dependencies
- Monitor and influence parish progress in relation to Parish Share, facilitating follow up conversations and signposting parishes to diocesan colleagues or vice versa for further advice or support as required
- Design and deliver a clear and coherent Parish Share communications plan, building on and refining current materials, articulating the purpose of Parish Share, the need for contributions, and the tangible impact of giving to the Diocese, linking with the wider 'Journey of Generosity' communications
- Partner with the Finance and Operations Director to develop insightful Parish Share reporting for papers and forums outside the Parish Share Team, such as the annual Budget and Accounts, Finance Committee, and Bishop's Council
- Act as a key point of contact between parishes and the diocese on Parish Share, fostering positive and trusting relationships
- Coordinate a program of face-to-face meetings and events between senior diocesan leaders and clergy with parishes
- Use data, insights and feedback to evaluate impact and report to the grant maker on outcomes and learnings, also feeding back into the Diocese learnings from other Dioceses and other Parish Share Leads across the Northern Province
- Lead on ensuring the Parish Share system is compliant with the Code of Fundraising practice

PERSON SPECIFICATION

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## EXPERIENCE & TRAINING

- Experience of successfully leading teams towards a shared objective
- Experience of tracking engagement or progress and coordinating appropriate follow-up activity
- Experience of working with financial data to track impact and report to senior leaders

### Desirable

- Experience of successfully leading and delivering projects
- Experience of designing and delivering communication plans

## SKILLS, KNOWLEDGE & APTITUDE

### Essential

- Excellent communication and presentation skills
- Strong interpersonal and influencing skills with ability to build credibility and rapport with a range of stake holders
- The ability to manage and prioritise competing demands, working independently and collaboratively as required
- Strong analytical skills with the ability to interpret data
- A good level of IT literary including MS Office 365

### Desirable

- Knowledge of the Church of England, its structures and the challenges facing local churches
- An understanding of the Code of Fundraising Practice

## PERSONAL ATTRIBUTES

### Essential

- Be a person of integrity
- Have the ability to empathise and challenge behaviours or perceptions with tact and diplomacy to achieve desired outcomes
- Be organised, proactive and solutions-focused
- Ability to work well both independently and as part of a team

## DISPOSITION & ATTITUDE

### Essential

- Have an understanding of the Church and a commitment to the Christian faith

## SPECIAL REQUIREMENTS

### Essential

- Have the ability to travel across the Diocese
- Hold a UK driving license and use of own car for work purposes

### Desirable

- Be prepared and willing to work outside office hours as necessary (including evenings)

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