

## **Diocese of Down and Dromore**

### **Job Description**

**Title of Post:**           **Diocesan Fundraising Officer for Church Growth**

**Location:**               **Church of Ireland House, Belfast**

**Reports to:**             **The Bishop of Down and Dromore**

**Hours of Work:**       **Part Time – 24 hours per week**

The Diocese of Down and Dromore is committed to extending the effective witness of its parishes through projects to reach out to local communities and benefit those who may not have any church connection.

This is a new post designed to facilitate the work of parishes by encouraging them to maximise their opportunities for increasing their income, both by direct giving and also by successful applications to charities and other funding bodies who can provide additional funds to facilitate new initiatives.

The successful candidate will be passionate about the role and significance of the local church, with a desire to see local churches become healthy, flourish and to grow. There is an occupational requirement for the post-holder to be a practicing Christian, able to subscribe to attached excerpt “Being a Christian”, also found at <https://www.ireland.anglican.org/our-faith/being-a-christian>

The purpose of the post is

- to support each parish in their task of continual growth and ensure that their mission and work are sustainable long-term,
- to resource the establishment of new worshipping communities and fresh expressions of church across the diocese.

#### **Main tasks:**

1. Identify sources of statutory and charitable funding, including christian charitable trusts and individuals who could be approached for support. Establishing and developing relationships with key charities and individuals will be an essential part of this role, including arranging visits to the diocese by potential supporters.
2. Encourage all parishes to maximise their income through effective communication to parishioners on matters such as tithing, gift aid, standing order donations, SMS donations, grant applications and other means of income.
3. Help Clergy and Select Vestries ensure long term growth and sustainability in their Parish.
4. Secure the necessary funds to establish new diocesan church plants and new ministries.
5. In conjunction with the Diocesan Secretary assist parishes to put in place the finance, governance and structures for church plants, fresh expressions of church, new

ministries and for the development of new facilities, new resources and new ministries at parish level.

6. Work with the church plant leaders as they are appointed to help them establish strong foundations and sustainable worshipping communities, with the aim of securing substantial funding for the church plant fund each year.

7. Focus on new parish or diocesan development projects each year, chosen in consultation with the Bishop and Diocesan Secretariat, which would include large capital projects to develop new facilities or the development of significant new parish outreach projects.

8. In addition to the above in the first year in post the post-holder will put together a range of materials to resource different types of parishes, help them to increase their income both from direct giving and also other sources, and offer to run sessions for individual parishes and area deaneries to showcase, explore and enable parishes to implement these ideas.

### **Person Specification Summary (For more details see Person Specification):**

#### **Essential Criteria:**

The person appointed will be expected to:

- Be a committed Christian who can demonstrate that commitment through a life of worship, prayer and service in a local church context.
- Have proven experience in securing grant funding, writing effective applications and fruitful appeal letters, including securing grants from Christian sources.
- Be an excellent communicator, able to present material in a convincing and winsome manner to individuals, clergy and to groups such as vestries.
- Have a passionate vision for the growth and outreach of the churches in the diocese.
- Can understand and grasp the individual challenges facing different parishes and tailor resources to make an effective plan to aid their development in the future.
- Be passionate about the role and significance of the local church and have a desire to see local churches become healthy, flourish and to grow.

#### **Terms of Appointment:**

The person appointed will be responsible to the Bishop of Down and Dromore.

Salary: Will be in the range of £27,000 to £29,000 per annum (pro rata).

Hours: Part time (24 hours per week). It is expected that the successful candidate will work flexibly to meet the needs of the Diocese, including evening and weekend work.

Probationary Period: The successful candidate will be subject to the satisfactory completion of a six-month probationary period.

Pension: The employer will contribute 8% of salary to a personal pension scheme. The employer will comply with its obligations regarding pensions auto enrolment regulations.

Location: The Bishop of Down and Dromore and his staff are presently working mainly from home, however the offices are currently located Donegall Street Belfast. The postholder will be required on various days to work from home and at locations within the Diocese of Down and Dromore.