

CHURCH OF IRELAND
DIOCESE OF DOWN AND DROMORE
PERSON SPECIFICATION

Title of Post: Diocesan Fundraising Officer for Church Growth – Part Time

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.

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

Salary: Will be in the range of £27,000 to £29,000 p.a. pro-rata

	ESSENTIAL
QUALIFICATIONS & TRAINING:	<ul style="list-style-type: none"> • At least <ul style="list-style-type: none"> - Three A Level passes or equivalent <p><u>OR</u></p> <ul style="list-style-type: none"> • A minimum of 3 years’ relevant experience within the last 5 years in a similar role
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of the process of planning a project and securing funding • Knowledge of Christian and other charitable funding sources
EXPERIENCE:	<ul style="list-style-type: none"> • Have proven experience in securing grant funding, writing effective applications and fruitful appeal letters, including securing grants from Christian sources • Experience of report writing and collating / summarising information and statistics especially for Christian funders • Experience of organising meetings, conferences, and other events • Experience of working within a church body
SKILLS & APTITUDES:	<ul style="list-style-type: none"> • 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 with a desire to see local churches become healthy, flourish and to grow

	<ul style="list-style-type: none"> • Be an excellent communicator, able to present material in a convincing and winsome manner to individuals, clergy and to groups such as Select Vestries • Have a passionate vision for the growth and outreach of the churches in the diocese • Excellent IT skills • Understand and maintain confidentiality • Ability to work as part of a small team • Ability to work flexibly
OTHER	<ul style="list-style-type: none"> • 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 • Willingness to occasionally travel within Ireland for Central Church events and regularly travel within the Diocese for meetings and Diocesan events

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria.