



## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

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| <b>JOB TITLE</b>  | Giving Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>REPORTS TO</b> | Generosity and Giving Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SALARY</b>     | £33,313                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>HOURS</b>      | Full Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DURATION</b>   | Fixed Term till Dec 2028 with possible extension subject to funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>LOCATION</b>   | <p>Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU</p> <p>The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend events), for which time off in lieu will be granted. The role may involve travel throughout the Diocese Travel expenses will be reimbursed in line with the Diocesan Expenses Policy.</p> |

#### JOB SUMMARY

To resource, equip, and inspire parishes across the Diocese of Bristol to grow a culture of generosity, increase giving, and enable sustainable ministry through excellent stewardship practice.

#### KEY RELATIONSHIPS



The Giving Officer will work closely with:

- Director of External Relations
- The Archdeacons
- Diocesan Finance Team
- Generosity & Giving Team
- Clergy, PCCs, and parish leadership teams
- National Giving Team, including the Regional Giving Advisor (RGA) as required by the GAF2 framework

## SAFEGUARDING

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

### MAIN RESPONSIBILITIES

#### Supporting Parishes to Grow Generous Discipleship

- Provide tailored support to clergy, PCCs, and parish leaders to develop year-round giving and generosity plans.
- Help churches review and strengthen their giving mechanisms, using national frameworks such as MINT and IDEA.
- Deliver high quality training sessions, workshops, and resources to support local giving initiatives.
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#### Implementing National and Diocesan Giving Priorities

- Training and supporting churches to adopt and use the Cornerstone online generosity tool.
  - Equipping clergy to be confident leaders of generous churches.
  - Encouraging and enabling Legacy Giving awareness, campaigns, and practice.
- Alongside these, the role will deliver diocesan giving objectives as part of the Diocese of Bristol's Generosity & Giving Strategy.

#### Building Strong Relationships Across the Diocese

- Develop trusted and supportive relationships with parish leaders to encourage openness around financial challenges and opportunities.
- Work collaboratively with Mission & Ministry teams, the Finance team, and external partners such as the National Giving Team.
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### **Monitoring Impact and Reporting**

- Provide clear evidence of impact to support annual GAF2 reporting requirements, demonstrating how the role contributes to growing giving and generosity across the Diocese.
- Maintain accurate records of parish engagement, training delivered, and outcomes achieved.
- Contribute to evaluation, case studies, and diocesan communications showcasing success and learning.
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### **Supporting Strategic Diocesan Objectives**

- Contribute to diocesan priorities around trust building, parish support, and the development of the Generosity & Giving Team.
- Help embed generosity within wider diocesan programmes such as the bishop's initiatives, mission planning, and parish health support.

### **GENEROSITY & GIVING MANAGER (FUNDRAISING) PERSON SPECIFICATION**

To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description.

| Attributes | Essential                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                                                                                           |
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| Experience | <ul style="list-style-type: none"><li>• Experience in fundraising, giving development, church finance, or stewardship.</li><li>• Strong relational and communication skills, able to build trust with diverse church communities.</li></ul> | <ul style="list-style-type: none"><li>• Experience working within the Church of England or similar church contexts.</li><li>• Knowledge of parish structures, PCC governance, and church finances.</li><li>• Experience supporting change management or cultural transformation projects.</li></ul> |



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|                              | <ul style="list-style-type: none"><li>• Confidence analysing financial information and presenting insights clearly.</li><li>• Excellent organisational and project management skills.</li><li>• Ability to work independently across multiple stakeholders.</li><li>• Competence with digital tools, including online giving and digital training platforms.</li></ul>                                                       | <ul style="list-style-type: none"><li>• Understanding of the national Building a Generous Church programme.</li><li>• Experience in legacy fundraising or digital giving tools.</li></ul> |
| Education/<br>Qualifications | <ul style="list-style-type: none"><li>• A level or equivalent</li></ul>                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                           |
| Skills/ Ability              | <ul style="list-style-type: none"><li>• Ability to train, coach, and inspire individuals and groups.</li><li>• Strong organisational skills with the ability to manage multiple campaigns and events.</li><li>• Excellent communication and interpersonal skills.</li><li>• Ability to create engaging resources and deliver training or workshops.</li><li>• Comfortable working with data and evaluating impact.</li></ul> |                                                                                                                                                                                           |
| Personal                     | <ul style="list-style-type: none"><li>• Energetic, proactive, and enthusiastic about generosity and discipleship.</li></ul>                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>• An understanding of Christian discipleship,</li></ul>                                                                                             |



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|  | <ul style="list-style-type: none"><li>• Able to work quickly, efficiently, and effectively in a dynamic environment.</li><li>• Committed to the values of the Diocese.</li><li>• Collaborative and adaptable, with a strong sense of initiative.</li><li>• Willingness to travel across the Diocese and attend evening/weekend events as required.</li><li>• Respectful and comfortable with the Christian ethos and objectives that underpin our work</li></ul> | stewardship, and the ministry of generosity. |
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**Date:** July 2026