



## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE</b>	Head of Generosity and Giving
<b>REPORTS TO</b>	Director of External Relations
<b>SALARY</b>	£45,000 to £50,000 per annum (depending on experience)
<b>HOURS</b>	35 hours
<b>DURATION</b>	This role is funded externally for the first two years and is therefore offered initially as a 2 year fixed-term contract. It is anticipated that the post will become self-sustaining from year three onwards
<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 lead the Diocese's strategic approach to generosity and giving by embedding a culture of discipleship-led generosity, growing sustainable income, and strengthening relationships with parishes and external partners. This role requires a dynamic, results-driven leader with proven fundraising expertise who can translate strategy into action and deliver measurable outcomes at both strategic and operational levels.

This role is central to the Diocese's external relations strategy and will play a key part in preparing for the arrival of the new Bishop and the launch of The Kindness Alliance.

#### KEY RELATIONSHIPS



- Director of External Relations
- Generosity and Giving Team
- Comms Team
- Funders

## 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

### STRATEGIC LEADERSHIP & DELIVERY

- Develop and implement a generosity and giving strategy aligned with Diocesan values and priorities
- Lead the rebranding and development of the Generosity and Giving Team
- Champion generosity as a core diocesan value, shifting from transactional fundraising to relational giving
- Ensure strategic plans are translated into practical, measurable actions with clear KPIs and outcomes

### INCOME GENERATION

- Lead the design and annual delivery of
  - Two individual giving campaigns
  - Two major fundraising events
  - One diocesan-wide challenge event
- Develop and launch a comprehensive Legacy and In-Memorial Giving Programme
- Oversee and support grant applications and strategic fundraising initiatives, including trusts and foundations
- Ensure all fundraising activity is underpinned by robust planning, donor stewardship, and impact reporting

### PARISH ENGAGEMENT

- Build trust and confidence in Parish Share through storytelling, transparency, and tailored support
- Provide parishes with fundraising toolkits, workshops, and one-to-one guidance to grow local support
- Collaborate with clergy and lay leaders to embed generosity into parish culture and practice

### TEAM MANAGEMENT



- Line manage the Generosity and Giving Manager, Giving & Resources Officer and Partnerships Officer
- Work closely with the Impact & Insights Officer and Engagement Manager
- Foster a collaborative, values-led culture focused on delivery, learning, and impact

#### **DATA & IMPACT**

- Collaborate with the Impact & Insights Officer to monitor giving trends, campaign ROI, and donor engagement
- Use data to inform strategy, optimise performance, and demonstrate impact to stakeholders
- Contribute to the annual diocesan impact report and evaluation processes

#### **PARTNERSHIP DEVELOPMENT**

- Cultivate strategic relationships with community foundations, corporate partners, and sector networks
- Represent the Diocese at key fundraising, networking, and community events

#### **HEAD OF GENEROSITY AND GIVING 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
Experience	<ul style="list-style-type: none"> <li>• Extensive and demonstrable experience in strategic and operational fundraising and income generation, ideally within a charitable or faith-based context.</li> <li>• Proven track record of designing and delivering successful fundraising campaigns and donor journeys.</li> <li>• Strong leadership and team management capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a faith based or diocesan setting.</li> <li>• Knowledge of legacy and in-memorial giving programmes.</li> <li>• Familiarity with digital giving platforms and donor engagement tools.</li> <li>• Understanding of grant-making processes and trust fundraising.</li> </ul>
Education/Qualifications	<ul style="list-style-type: none"> <li>• Level 4 qualification or equivalent experience</li> <li>• Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Fundraising qualification</li> </ul>



Skills/ Ability	<ul style="list-style-type: none"><li>• Excellent relationship-building skills with internal and external stakeholders.</li><li>• Ability to interpret and use data to inform strategy and demonstrate impact.</li><li>• Exceptional written and verbal communication skills, including storytelling and campaign messaging.</li><li>• Experience in securing funding from trusts, foundations, and major donors.</li></ul>	
Personal	<ul style="list-style-type: none"><li>• High energy, proactive, and results oriented.</li><li>• Able to work efficiently and effectively under pressure.</li><li>• Committed to the values of the Diocese: openness, generosity, bravery, and creativity.</li><li>• Collaborative, empathetic, and strategic thinker.</li><li>• Comfortable working in a dynamic, evolving environment.</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>	

**Date:** January 2026