**Stewardship Enabler: Recruitment Process and Timetable**

Closing Date: 9am, 3rd April 2020

Interviews: 15th April 2020

Start Date: to be agreed

Application forms should be returned to:

[HumanResources@carlislediocese.org.uk](mailto:HumanResources@carlislediocese.org.uk)

Church House

19-24 Friargate

Penrith

CA11 7XR

**Context and Background: Stewardship in the Carlisle Diocese**

The Church of England in Cumbria is currently working with ecumenical partners to implement the shared Vision and Strategy “God for All” with the goal that “By 2020 everyone in Cumbria of all ages and backgrounds will know more of God and God’s purpose for their lives”.

As part of this strategy, groups of local churches across various denominations will come together as a Mission Community to work together, share resources and inspire new leaders, both stipendiary and lay. See <http://www.godforall.org.uk/> for further details.

One important element of the strategy is to ensure a sustainable future for the work of the church across Cumbria. Since June 2018, Carlisle Diocese has employed a Stewardship Enabler. This role has facilitated support and resources for local church leadership and congregations to review stewardship in their own churches and personal lives.

The Diocese operates a Parish Offer system, in which parishes make an offer towards the cost of local mission and ministry. This is based on the key principles of generosity, mutual support and realism, and has been welcomed as a Godly and biblical approach to funding the cost of local ministry including the payroll, housing and training costs of stipendiary clergy and the development of other forms of ministry.

However, since its launch in 2009, Parish Offer receipts have fallen slightly in actual terms, and have certainly not kept up with inflation. Our response to this challenge has included developing more collaborative methods of facilitating the parish offer system (through Mission Communities) and promoting stewardship with more vigour throughout the Diocese.

The purpose of the Stewardship Enabler role is to promote good practice in teaching stewardship across the county, and to be a resource to church leadership to help them to fulfil this task. It is about resourcing, promoting and enabling good practice of stewardship to happen across the county, helping and encouraging others to ‘take up the baton’.

Working closely with local church leaders, as well as with established national stewardship networks, the successful candidate will be able to signpost or provide high quality resources for churches to use. They will be seen as both a support to these leaders, but also as a challenge to current practices and encourage/ influence a stronger commitment to promoting stewardship in their congregations, in order to increase the financial resources available for mission and ministry, both locally and through the Parish Offer.

It is envisaged that this person will work in a flexible way, as a proportion of their time is likely to involve both travel around the county to meet with church leaders, but also the need to attend and speak at certain meetings which may be in evenings.

**ROLE DESCRIPTOR**

PART 1

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| JOB TITLE: Stewardship Enabler (maternity cover) | |
| REPORTS TO: Head of Finance | |
| DEPARTMENT: Finance | |
| PURPOSE OF ROLE :  This post exists to enable churches and the Diocese to resource their mission effectively and to be financially sustainable.  It will focus on encouraging and enabling churches in the teaching and practice of Christian Giving in its fullest sense, with particular reference to discipleship, proportionate giving and the use of money, time and talents.  The role is intended to have a positive impact on churches’ financial giving through the Parish Offer, thereby enabling the Diocesan Board of Finance to resource local mission and ministry.  The advisor will work with and through colleagues including the Archdeacons, The God for All team and the national stewardship network.  The postholder will need to work flexibly, which will include attending evening meetings. | |
| KEY ACCOUNTABILITIES :   * Support and train churches to deliver stewardship programmes across the diocese. * To enable teaching and training on giving as a key responsibility of discipleship * Working with and through colleagues and networks, advising and training churches and church officers in the effective management of all aspects of stewardship and financial sustainability. * Promote responsible and proportionate Christian Giving throughout the Diocese. * Promote the adoption of contactless giving in churches as appropriate. * Lead on providing compelling communications to parishes on the importance of Parish Offer. * Manage some of the systems around the roll out of a new Parish Offer system * Maintain and publicise teaching resources on Christian Stewardship, lifestyles, giving appeals etc. including a range of audio-visual material (drawing on best practice elsewhere rather than producing new resource). * Advising on planned giving schemes and helping with tax efficient methods of giving – in order to increase giving. * Provide training at church, deanery, Mission Community and diocesan level to encourage and enable churches to:   + Develop key messages to encourage greater generosity and giving in the context of discipleship.   + Better manage their resources.   + Adopt and actively maintain a stewardship strategy.   + Better understand budgeting, legacy giving and Gift aid to maximise giving.   + Share best practice on Christian stewardship, giving and funding matters.   + Adopt contactless giving   + Increase their Parish Offer. | |
| FINANCIAL IMPACT ( How much and for what )  DIRECT : Increased levels of Parish Offer  INDIRECT : Additional funds available at local parish level | NETWORK ( Key people with whom the role liaises and for what purpose )  INTERNAL Archdeacons, Diocesan Secretary, Church House departments  EXTERNAL : local Christian churches and church leaders, national and regional stewardship networks, CofE Parish Buying.  NOMINATED DEPUTY (where applicable): N/A |

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| PERSON SPECIFICATION PART 2 |

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| **PERSON SPECIFICATION** | **Essential/ Desirable** |
| **Experience and Skills**  The candidate should:   * Understand and support the ethos and purposes of the Church of England. * Have understanding and experience of stewardship/giving and discipleship and how the two fit together. * Have the ability to develop and deliver engaging, inspiring and persuasive communications. * Have an ability to plan, design and lead training sessions aimed at a variety of different levels. * Have experience and/or understanding of clergy and laity training. * Understand how to monitor and evaluate the effectiveness of their work * Have an understanding of fundraising and direct giving, preferably in a Christian context. | E  E  E  E  D  D  D |
| The candidate should:   * Understand the challenges facing local churches and help to communicate these clearly and sensitively to local communities. * Be an engaging, inspiring and persuasive public speaker. * Have experience of public speaking * Be a self-starter with confidence to work under their own initiative within agreed objectives. * Have the ability to empathise and also to challenge behaviours or perceptions appropriately. * Have an ability to manage a complex workload with competing demands. * Have an understanding of fundraising including Gift Aid and tax efficient planned giving. * Be able to communicate effectively (written and oral) with people at all levels, both inside and outside the organisation. * Be able to be the public face of the Diocese and communicate accordingly. * Have a good level of IT literacy including MS Word, Outlook, Excel and PowerPoint. * Hold a current driving licence and access to own private transport. * Have a good working knowledge of the Church of England, its structures (including governance) and the different church traditions. | E  E  E  E  E  E E  E  E  E  E  D |

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| **Benefits** | |
| **Basis of Appointment** | Between 17.5 hours and 22 hours a week (to be negotiated with the candidate) including some evening meetings and events |
| **Salary** | £29,062 (pro rota) |
| **Pension** | Non-contributory, defined contributions scheme (employer’s contribution is 15% of salary) |
| **Car** | Mileage paid at 45ppm up to 10,000 miles per annum, then 25ppm |
| **Office provision** | In the Diocesan Office in Penrith. There may be some scope for working at home for part of the time. |
| **Working**  **Expenses** | Fully funded |
| **Other benefits** | * 34 days annual leave (pro rota) * additional time off between Christmas and New Year at the discretion of the employer |