

Head Local Ministry Finance & Stewardship: Carlisle Diocese

Context and Background

The Diocese of Carlisle [Diocese of Carlisle](#)

The Diocese of Carlisle represents the Church of England across almost the whole of the county of Cumbria. Since 2015 it has been working with ecumenical partners to implement the shared Vision and Strategy “God for All”.

The Diocese was created nearly 900 years ago. It is made up of three "archdeaconry" units: Carlisle; Westmorland and Furness; and West Cumberland, with a total of 11 Deaneries. Around 120 stipendiary and self-supporting clergy minister in the Diocese along with paid and volunteer lay ministers.

Within the Diocese there are over 300 Churches in 230 parishes, serving a population of 499,000 people. The Diocese covers an area of over 2,500 square miles, including the Eden Valley and the beautiful Lake District national park which contains England’s highest mountain - Scafell Pike - and deepest lake - Wastwater. Outside the urban centres at Carlisle and along the West Coast the Diocese is largely rural with a smattering of historic market towns such as Kendal, Penrith, Cockermouth and Appleby.

The Carlisle Diocesan Board of Finance (CDBF), which is a limited, charitable company, and provides the corporate, financial and administrative backbone of the Diocese, is based at Church House in Penrith. The CDBF has an annual turnover of around £10m. Its biggest source of income (~£4.5m pa) is the Ministry Offer, a voluntary contribution from local churches towards the costs of local ministry. Other income sources include grants from the Church Commissioners and other funders, investment and rental income, fees, legacies and donations. The majority of expenditure goes on providing ministry in the local church or specialist ministry to young people, chaplaincy etc. The CDBF also supports over 100 Church of England schools in the county through the work of the Diocesan Board of Education.

The CDBF owns and manages around 120 diverse properties, has a range of investment assets worth over £50m including significant stakes in two Lake District hydro-electric plans. The CDBF is also the custodian trustee for numerous Parochial Trusts with a value of £7m.

ROLE DESCRIPTOR

PART 1

JOB TITLE: Head Local Ministry Finance & Stewardship
REPORTS TO: Head of Finance
DEPARTMENT: Finance
PURPOSE OF ROLE: The purpose of this role is to lead the strategic dialogue between the Diocese and local churches to ensure a sustainable and growing "Ministry Offer" that supports local ministry deployment (i.e. the funding of priests and other paid ministers in our local churches). The role bridges the gap between Diocesan financial goals and local mission by building trust-based partnerships and robust giving strategies between the Diocese and groups of local churches. We welcome applications from anyone who believes they have relevant skills and experience, but this role may particularly suit someone with a background in fundraising, sales, building external business partnerships or community consultation.

KEY ACCOUNTABILITIES:

A. Local Ministry Finance [Ministry Offer]

- To develop, implement and monitor the Diocesan approach to resourcing local ministry deployment, working in close collaboration with the Diocesan Secretary, and seeking the input of senior clergy, the leadership team and executive committees.
- To co-ordinate the 'Ministry Offer Team' (including senior Diocesan staff and senior clergy) who are tasked with the operational delivery of the Ministry Offer processes.
- To lead extensive dialogue between Diocesan leadership and the local church to agree new ministry patterns, and levels of giving from the local church, which are effective and financially sustainable.
- To manage notional budgets (at regional levels) for investment in local ministry, and subsequently support their allocation, monitoring their use and impact, working in close collaboration with the Diocesan Secretary.
- To work to maximise levels of financial contributions from local churches ('Ministry Offer'). Currently, this is with a strong focus on encouraging local church participation in *Partnership Agreements*, which includes local churches and the Diocese making three-year financial commitments.
- To manage communications to the local church relating to 'Ministry Offer' and financing local ministry.
- To fully integrate the Code of Fundraising practice into 'Ministry Offer' processes.
- To manage the programme of Diocese/local church meetings to discuss the resourcing of churches, taking the lead for the Diocese in many of these meetings.
- To fully engage in National Church networks relating to 'Ministry Offer', to both share our Diocesan learning and learn from others' experiences.
- To work alongside Senior clergy and Ministry/Mission Support Team to support Mission Communities (groups of churches) in developing, implementing and reviewing sustainable ministry models in line with the local/episcopal partnership philosophy.
- To offer strategic and financial input to Diocesan and Mission Community leadership as requested, especially in terms of financial sustainability.

B. Stewardship

- To develop and monitor the Diocesan stewardship/giving strategy.
- To line manage the Giving Advisor.
- To support the growth of individual disciples who understand giving in its widest sense as a central aspect to their walk with God.
- To sign post churches to the Giving Advisor for practical stewardship support.

- To champion giving from regular worshippers so that Cumbrian churches can become a resource for enabling God’s mission and ministry in the world.
- To act as the Diocesan lead on implementing of the Code of Fundraising Practice, including advising churches on how ‘the Code’ impacts their stewardship work
- To set the Diocesan approach to promoting and encouraging legacy giving.

PERSON SPECIFICATION

PART 2

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<i>TECHNICAL COMPETENCE</i>	
Technical Skills & Qualifications	
<ul style="list-style-type: none"> ▪ competent in Microsoft 365 suite – particularly Excel 	<ul style="list-style-type: none"> ▪ Membership of Chartered Institute of Fundraising
Knowledge and Experience	
<ul style="list-style-type: none"> ▪ strong analytical skills with the ability to interpret data, especially financial data, to track and report impact ▪ managing projects to achieve outcomes 	<ul style="list-style-type: none"> ▪ understanding of the Fund Raising Code of Practice ▪ background in fundraising, sales, building external partnerships or community engagement

BEHAVIOURAL COMPETENCE

Personal Effectiveness

- meets deadlines and targets in spite of obstacles, managing and prioritising competing demands
- works independently or collaboratively as required
- a hard worker, able and ready to tackle a diverse workload with energy and stamina
- strong interpersonal and influencing skills with ability to build credibility and rapport with a range of stake holders
- evaluates and reflects strategically and applies reflections both to specific areas of responsibility and wider organizational strategy

Personal style

- professional, approachable, trustworthy and inspires confidence
- empathises and challenges behaviours or perceptions with tact and diplomacy to achieve desired outcomes
- customer-focused

Methods of working

- highly organised
- focused on outcomes while implementing robust and effective administrative processes
- self-starter

Working with others

- works well with a range of colleagues, partners and local volunteers
- track record of building long-term, trusting partnerships in an organisation
- a collaborative mindset, working across departments to achieve a unified approach

People management

- develops, nurtures and encourages others
- encourages change

Communication

- communicates credibly, effectively and sensitively with a range of audiences whether in-person, online or in written communications
- communicates financial information clearly and accessibly

Organisational Ethos

- understands and is supportive of the ethos and practice of the Church of England

Working Pattern

- willing to work regularly outside office hours (typically evenings but with some Sundays)
- the post holder will be required to drive across a large, rural Diocese (the whole county of Cumbria) and must hold a full, clean UK driving license and have the use of their own vehicle for work purposes (EV salary sacrifice scheme available)

Benefits	
Salary	£50,703 pa FTE
Pension	Non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	Mileage paid at 45ppm (to be reviewed) EV leasing scheme available
Office provision	Office space in Church House, Penrith
IT/mobile phone	Laptop and smartphone with remote access to Microsoft 365 suite
Working expenses	Fully funded
Other benefits	<ul style="list-style-type: none"> ▪ 34 days annual leave ▪ 35 hrs a week with flexible working ▪ time off in lieu of hours worked at evenings and weekends ▪ we would accept applications from candidates wishing to work on a job share or part-time basis – please state the arrangements sought in your application ▪ access to Employee Support and Occupational Health

Applicants must be willing to undergo relevant safeguarding checks including checks with past employers & the Disclosure and Barring Service, as appropriate to the post.