



## **JOB DESCRIPTION**

<b>TITLE</b>	Centenary Project Funding Officer
<b>EMPLOYER</b>	Sheffield Diocesan Board of Finance
<b>RESPONSIBLE TO:</b>	Centenary Project Manager
<b>RESPONSIBLE FOR:</b>	N/A

### **PURPOSE OF THE ROLE**

The main purpose of the role is to support churches to make their Centenary Project Children, Youth and Families' Worker roles sustainable for the future. We currently have 24 Centenary Project Worker posts (CPWs) employed by the Diocesan Board of Finance and local churches and anticipate employing a further 35 workers over the next few years. The post holder will work alongside PCCs and church leadership teams to develop funding strategies to ensure these posts are sustainable for the long term.

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is available with the current expectation that this could be until 2031. Regular reviews on this will take place. We have a strong record for applications and grants, but we are not in a position to give guarantees.

### **1 GENERAL SCOPE OF RESPONSIBILITIES**

- 1.1 To support parishes to develop fundraising strategies to make their CPW posts sustainable considering income generation opportunities, effective budgeting, financial planning and fundraising.
- 1.2 To work with parish teams to identify, prepare and submit funding applications for their CPW posts.
- 1.3 To oversee and deliver training for CPW churches on effective fundraising strategies.

1.4 To support and assist the Centenary Project Manager in identifying, securing and monitoring funding for the wider Centenary Project.

## 2 **KEY TASKS**

2.1 To work to advise and support all parishes with CPWs to identify funding opportunities for their worker's costs.

2.2 To be proactive in identifying and disseminating suitable grant opportunities to parishes.

2.3 To provide support to parishes in preparing and submitting grant applications.

2.4 To encourage and support parishes in undertaking local fundraising activity.

2.5 To monitor and track the funding status of all Centenary Project posts, prioritising support to the roles most at risk.

2.6 To encourage best practice across all fundraising, being particularly mindful of compliance with GDPR legislation and the Charity Commissions regulations.

2.7 To work with the Generosity and Giving and Finance Teams to ensure Centenary Project parishes complete parish finance returns and contribute to the Common Fund.

2.8 To identify training needs for parishes and develop a suitable training offer to support parishes in making their posts sustainable.

2.9 To work with the Centenary Project Manager to ensure long-term viability of the wider Centenary Project through identifying suitable funding opportunities and helping to prepare and submit grant applications.

2.10 To support the Centenary Project Manager to monitor existing funding.

2.11 To meet with the central Centenary Project Manager regularly to provide updates on the status of parish funding.

2.12 To provide regular reports on the progress of parish and central funding.

2.13 To undertake such other duties as may reasonably be required commensurate with the responsibilities of the post.

*This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.*

### **Key Working Relationships**

- Centenary Project Manager
- Centenary Project Central Team
- CP Workers
- Parishes, both lay and ordain people, paid and unpaid

- Programme Managers
- Finance Director
- Giving and Generosity Advisors
- Other Church House departments

The post holder is required to:

- Support the ethos, aims and objectives of the Sheffield Diocesan Board of Finance
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal/personal development reviews.
- Engage in training and continuous professional development activities.
- The post holder may be required to work outside normal office hours including evening and weekend working, subject to time off in lieu.

## CENTENARY PROJECT FUNDING OFFICER

### PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and Training	<ul style="list-style-type: none"> <li>A good standard of written English and numeracy (GCSE English and Maths grades A-C or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Fundraising qualification</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>Experience of successful fundraising and grant applications</li> <li>Experience of working within a team</li> <li>Working knowledge of the structures and practices of the Church of England; in empathy with its visions and aims</li> <li>Experience of working with voluntary / community groups</li> <li>Experience of working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with others in an integrated organisation</li> <li>Experience of keeping detailed budget records and preparing reports</li> </ul>	Application and interview
Knowledge and skills	<ul style="list-style-type: none"> <li>Excellent technological knowledge, and competent in the use of standard IT products</li> <li>Knowledge of the fundraising environment and ability to identify appropriate fundraising opportunities.</li> <li>Able to take a strategic approach to fundraising at parish and project level</li> <li>Excellent communication and interpersonal skills</li> </ul>		Application interview and practical exercise
Qualities	<ul style="list-style-type: none"> <li>Able to communicate effectively in person and in writing</li> <li>Able to motivate self and manage use of time</li> <li>Able to set and work to goals without direct supervision</li> <li>Able to prioritise and handle a number of different projects simultaneously</li> </ul>		Application and interview
Other	<ul style="list-style-type: none"> <li>Fully supportive of the aims and objectives of the Centenary Project</li> <li>Enthusiastic and highly motivated</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to work flexibly, including occasional evening or weekend work</li> </ul>	Application and interview

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	<ul style="list-style-type: none"><li data-bbox="347 297 794 387">• Willing to travel within the Diocese to meet the needs of the role</li></ul>		