

## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Grants Officer (21 hours a week)</b>
<b>TEAM:</b>	Finance and Asset Management
<b>DURATION</b>	Permanent
<b>LINE MANAGER:</b>	Giving Adviser (Anna Hardy)

<b>JOB PURPOSE</b>
<p>To increase the income raised by parishes from grants funding, and to identify funding opportunities for Diocesan-wide initiatives.</p> <p>This role supports those fundraising for parishes, primarily across Salisbury Diocese, by providing up to date guidance on funds available from Trusts and Foundations, support during the application process, and advice on building long term relationships with funders through excellent stewardship.</p>

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>KEY DUTY A:</b>	Research and recommend Trusts and Foundations that will fund churches, whether heritage, repairs, ministry, environmental or community. Keep information up to date on the website, and accessible to all.
<b>KEY DUTY B:</b>	Meet with PCCs to discuss funding requirements, and how to tailor applications. Provide training to PCCs on (eg) preparing and writing grant applications, ongoing stewardship with funders, report writing and continuation funding.
<b>KEY DUTY C:</b>	Build good relationships with major funders such as National Lottery (heritage and community), Benefact, Dorset Historic Churches Trust, Wiltshire Historic Churches Trust and others. Build relationships with Trustees on behalf of Salisbury Diocese.
<b>KEY DUTY D:</b>	Identify grant opportunities and make grant applications that will directly support the work of the Diocesan Board of Finance.

This document indicates the general level of responsibility and overall aims of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

ADDITIONAL INFORMATION
<p>The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.</p> <p>The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health &amp; Safety regulations to maintain a safe and secure working environment.</p> <p>In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.</p>

PERSON SPECIFICATION	ESSENTIAL (E) / DESIRABLE (D)
Good standard of literacy and education (at least A level or equivalent)	E
Proficiency and demonstrable experience working with Microsoft Office and cloud-based virtual environment, e.g., SharePoint, ZOOM; confident in using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary	E
Experience and skills in Trusts and Foundations fundraising, or demonstrably transferable skills from a previous fundraising role	E
Ability to build trusted and productive relationships with various stakeholders	E
Excellent communication skills capable of relating well to a wide range of people with varying expectations	E
Professional demeanour, demonstrating a calm, compassionate, and helpful disposition toward those we serve, handling sensitive information appropriately	E
Self-motivated, flexible and capable of organising and prioritising, working independently whilst also being part of the wider team	E
Inquiring mind, proactively considering ways of working that improve service provision	E
Confident using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary	E
A high level of accuracy and attention to detail including when working on systems and databases	E
Sympathetic to the aims and ethos of the Church of England	E
Basic knowledge and understanding of the structures of the Church of England	D

## Benefits Package

Location	Office / home working
Hours of work	The working week is <b>21 hours</b> . Normal office hours are 0900 – 1700 Monday to Friday with an hour for lunch. We are flexible with home-working options after completion of the probation period. There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours.
Salary	Up to £26,125 FTE (Grade 6) - pro rata £15,675 per annum
Pension	The Board offers a <b>non-contributory pension scheme making a 14.5% pension contribution which may rise by a further 3% if</b> matched by a 3% contribution from the employee.
Holiday	The annual leave entitlement is <b>24 working days</b> (during a complete holiday year (1 January – 31 December). In addition to annual leave and public/bank holidays, the office is closed for a further two days at both Christmas and Easter.
Travel and Expenses	You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale.
Car Loan Union Ltd	Car loan facilities are available through the Churches' Mutual Credit Union.
Probation	There is a 6-month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment.
DBS Check	N/A