



SALISBURY DIOCESAN BOARD OF FINANCE (DBF)

Job Description and Person Specification

JOB TITLE:	Volunteer & Operations Support Officer (Working in the Pewsey area, Wiltshire)
TEAM:	Parish Support, Governance & Administration working closely with the Pewsey Church Communities
DURATION:	3-year Fixed Term Contract Flexibly Worked over 3 – 4 days per week (24hrs)
LINE MANAGER FOR DBF:	Programme & Pathways Manager
WORKING WITH KEY PEWSEY COMMUNITY LEADERS:	Rural Dean: Rev Gerald Osborne Churchwarden, Treasurer and Lay Chair: Philip Smith

JOB PURPOSE

To provide effective coordination and administrative resource to the 26 church communities in the Pewsey area (called a deanery), releasing energy for Christ's mission. You will engage with a diverse range of community members, many being volunteers, and act as the focal point of contact for support, signposting, and completion of operational tasks.

DUTIES AND RESPONSIBILITIES

Church Community Support and Collaboration

Build relationships and connections with all clergy (priests / vicars) and church volunteers. Be visible in and available to the church communities, including a flexible approach to support events and requirements outside of normal working hours.

Working with each church community to determine their needs: what resources are already in place, where there might be opportunity to introduce efficiencies and alternative ways of working, and what additional resources and support can be offered.

A key part of this is working with church leaders to consider volunteer capacity and succession planning, particularly in relation to legal requirements as set out in the Church Representation Rules and that of the Parochial Church Council (the legal charity of each church community).



Collaborate with each church community to build a network and see where benefits could be realised across it, for example:

- Climate Action: Net Zero and biodiversity initiatives and measures
- Arrange meetings and build links between communities
- Creating a network of preferred service providers and use collective buying power to negotiate contracts

In all you do, demonstrate an understanding of and be in empathy with the aims and ethos of the Church of England.

Planning, Coordination and Developing Networks

Promote and enable collaborative approaches and knowledge sharing across the 26 churches through peer support, networks, training and the creation and sharing of resources, e.g. documentation, templates and toolkits.

Planning and coordination of repairs, proactive projects and other building works for churches, halls and churchyards. Work with church communities to seek funding for and delivery of building projects.

Support initiatives standing beside existing teams but not necessarily being accountable for their projects. Enabling those delivering these projects to do so according to time and, where necessary budgetary expectations.

Establishing a fundraising network and develop and share best-practice approaches throughout the deanery to support communities in meeting their current and anticipated financial requirements and use of reserves.

Nurture effective working relationships with colleagues of the Diocesan Board of Finance (DBF), participating as appropriate in meetings and events, sharing best practice and knowledge, as well as seeking opportunities to collaborate and leverage joint working between church communities and the DBF.

Assist with financial and procurement activities

Develop a detailed outline of current and likely future costs to enable better planning, reporting and support the winning of funds from external sources.



Be able to negotiate better terms from tradespeople and providers (e.g. insurance and energy) for jointly delivered projects and services across the deanery.

The above is not an exhaustive list of skills, qualities, activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.



ADDITIONAL INFORMATION

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to be able to travel within the deanery area and be available to attend events outside normal working hours on a "time off in lieu" basis.

MEASURES OF SUCCESS

A key to the success of this role is trust and visibility.

By the end of year 1:

- You will be able to demonstrate that you are regularly contacted for help and advice by church communities
- The Communities that you have worked with will attest you have brought tangible and material value to them
- You will have gathered a knowledge base of local and organisational resources and skills as well as knowing who you can ask when you don't know.
- You may have convened at least one group, e.g. a Net Zero Group, with a common purpose

By the end of year 3:

- The Parishes that you have worked with will be able to articulate the tangible and material value you have brought them
- That together, we can point to financial value generated (e.g. Parish costs reduced, fund-raising achieved) approximating the full annual cost of this role
- You will have created a replicable template of a role that can be rolled out across the Diocese
- You will be in a position to mentor others who might be starting the role elsewhere, thus making their time more efficient as they don't have to 'reinvent the wheel'
- More lay office holder posts will be filled as people feel more confident knowing they have support when needed
- People will wonder how they managed without you!



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of literacy and education (at least A level or equivalent) • Driving License 	<ul style="list-style-type: none"> • Relevant qualifications and training, e.g. administration, office or facilities management, project management
Experience	<ul style="list-style-type: none"> • Providing administrative and coordinating support in environment(s) that requires working with a wide variety of internal and external stakeholders • Some financial administrative responsibilities • Experience of coordinating and delivering projects, events or building works. • Good grasp of Microsoft applications and a willingness to learn and work with new technologies and programmes as necessary. 	<ul style="list-style-type: none"> • Facilities Management • Fundraising • Architecture or Engineering • Working with and Supporting Volunteers
Competencies & Behavioural requirements	<ul style="list-style-type: none"> • Excellent communication, negotiation and influencing skills capable of relating well to a wide range of people with varying expectations • Self-motivated, flexible and able to effectively prioritise and organise own workload • Can-do attitude and creative problem solver • Diplomacy and sensitivity to environments and people • A high level of accuracy and attention to detail • Sympathetic to the aims and ethos of the Church of England. 	