

DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Digital Giving Officer
TEAM:	Finance and Asset Management
DURATION	Permanent
LINE MANAGER:	Giving Adviser (Anna Hardy)

JOB PURPOSE
<p>To increase the income raised by parishes from digital fundraising, improve online presence in the parishes, and supporting Diocesan-wide communications initiatives.</p> <p>This role supports those in the parishes who have responsibility for their website, social media presence, and online and contactless giving, by providing practical advice and training to enable them to improve the user experience, create engaging content and maximise giving.</p>

DUTIES AND RESPONSIBILITIES	
KEY DUTY A:	Being fully researched in all opportunities for digital giving, including, but not exclusively contactless devices, online giving providers and QR codes. Provide training and support for Digital Giving, whether face to face or online.
KEY DUTY B:	Proactively support parishes to develop their online presence, through their church or benefice website, social media platforms and A Church Near You to a wider audience, beyond the church membership.
KEY DUTY C:	Evaluate website content, and analytics where available, and make recommendations to create a good user experience and maximise giving opportunities. Make recommendations and signpost to support for website refresh projects, where appropriate.
KEY DUTY D:	Working closely with the Diocesan Communications team create content, such as videos or graphics, to be delivered online or in presentations, and to promote National and Diocesan-wide digital initiatives.

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

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

The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.

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 & Safety regulations to maintain a safe and secure working environment.

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.

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
Qualification in digital communications and ready to put insight into practice	E
Experience in Digital Giving, or demonstrably transferable skills from another digital role	D
Basic knowledge and understanding of the structures of the Church of England	D
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
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

Benefits Package

Location	DBF Offices / home working
Hours of work	The working week is 35 hours . 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) per annum
Pension	The Board offers a non-contributory pension scheme making a 14.5% pension contribution which may rise by a further 3% if matched by a 3% contribution from the employee.
Holiday	The annual leave entitlement is 24 working days (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

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