



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Grants Officer
TEAM:	Engagement & Fundraising
DURATION	Full time, permanent
LINE MANAGER:	Giving Advisor
RESPONSIBLE FOR:	N/A

JOB PURPOSE

To increase the number of parishes making successful applications to grant funders, and to identify funding opportunities for Diocesan-wide initiatives.

This role supports those fundraising for parishes across the Diocese of Salisbury, 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.

DUTIES AND RESPONSIBILITIES (insert main accountabilities as headers; followed by responsibilities)

Research and recommend Trusts and Foundations that will fund churches, whether heritage, repairs, reordering, ministry, environmental or community.

- Be fully briefed on the criteria of the key national church funders, provide project specific advice, and keep churches abreast of changes to funds and upcoming deadlines.
- Be knowledgeable on funding opportunities, support churches delivering social work to their wider community that (for example) reduce isolation, address food poverty and money management.
- Build knowledge of local funders, through networking and online research.
- Provide access and training for the Church of England Cornerstone grants database, to help identify funders, and to record and manage grant applications.
- Research Trust and Foundation Trustees to gain an understanding of funders philanthropic motivations.
- Provide case studies for the Diocesan website, and monthly Faith, Finance and Fundraising email, covering a variety of projects, to inspire more churches to try grants funding.
- Ensure grant information provided on the Diocesan website and through Cornerstone is accurate, by cross referencing against the Charity Commission and funder websites, and by responding to feedback from the parishes.



Respond to PCCs enquiries to discuss funding requirements. Provide training to PCCs on (e.g.) building a case for support, planning and writing grant applications, ongoing stewardship with funders, report writing and continuation funding.

- Whenever possible meet with the parish in person, or online, to fully understand their funding needs and financial situation.
- Help parishes learn how to write a strong 'case for support' that is both emotive, and financially robust.
- Understand and sensitively interpret charitable accounts, to strengthen grant applications and to help churches maximise the investment of their existing funds. Have an excellent understanding of restricted, designated and unrestricted reserves.
- When required, review and critique draft applications, to ensure a high standard is achieved.
- Encourage shared learning by budding up churches undertaking similar projects.
- Seek out examples of successful and unsuccessful applications as part of continual learning and development.
- Celebrate successful applications; write case studies, and if possible, visit completed projects or attend opening events.
- Support parishes in preparing applications for the National Lottery Heritage Fund, Community Fund and Awards for All programmes.
- Identify potential external bid-writers, that the Diocese might recommend or partner with, seeking testimonials to support any endorsement.

Secure grants for Milton Abbey capital appeal works and make grant applications that will directly support the work of the Diocesan Board of Finance.

- Working with the Milton Abbey Heritage Trustees, identify grant opportunities, make recommendations, write and submit applications, to secure significant grants for capital appeal work at Milton Abbey.
- Working with the Giving Advisor, use experience and insight gained in the role, to make recommendations about funding opportunities to bring long-term financial sustainability for Milton Abbey.
- Support the preparation of applications for the benefit of the DBF.
- Respond to ad-hoc requests for grant advice from colleagues at the DBF.

Build good relationships with major funders and build relationships with Trustees on behalf of Salisbury Diocese.

- Attend fundraising network meetings or Meet the Funder training sessions, to help boost profile and relationships
- Establish contact with Trust and Foundation Grant Officers. Make enquiries on behalf of churches, if the knowledge will benefit a wider audience.
- Build a good relationship with regional National Lottery Engagement Managers, to ensure the information provided is accurate and up to date.
- Identify local trustees and potential major donors, for future partnership working.



This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of 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 role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

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 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

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of literacy and education (at least A level or equivalent) 	<ul style="list-style-type: none"> • Chartered Institute of Fundraising qualification or training
Experience	<ul style="list-style-type: none"> • A minimum of three years' experience in Trusts and Foundations fundraising • Able to create and tailor funding proposals to appeal to wide range of different funders • Engaging and interesting copywriting; able to bring a project to life through story telling • Able to write and evaluate grant applications at a high standard, to increase funding success • Experienced in understanding and interpreting charity accounts • A high level of numeracy and managing budgets • A high level of accuracy and attention to detail including when working on systems and databases 	<ul style="list-style-type: none"> • Fundraising experience in the heritage sector • Engaging presentation skills
Competencies & Behavioural requirements	<ul style="list-style-type: none"> • Sympathetic to the aims and ethos of the Church of England. • 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. • Confident using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary. • Ability to build trusted and productive relationships with various stakeholders. 	<ul style="list-style-type: none"> • Basic knowledge and understanding of the structures of the Church of England



Attributes	Essential	Desirable
	<ul style="list-style-type: none">• Inquiring mind, proactively considering ways of working that improve service provision.• Self-motivated, flexible and capable of organising and prioritising, working independently whilst also being part of the wider team.• Professional demeanour, demonstrating a calm, compassionate, and helpful disposition toward those we serve, handling sensitive information appropriately.• Excellent communication skills capable of relating well to a wide range of people with varying expectations.	

Employee Name:

Line Manager Name:

Signature:

Signature: