

## FUNDRAISER

### Together For Change (TFC)

<b>Location:</b>	Coventry Diocesan Offices with travelling across Coventry and Warwickshire as required. This role can be performed as part of a hybrid or home working arrangement if requested
<b>Responsible to:</b>	Line-managed by the Funding and Charity Stewardship Lead, who in turn reports to the CEO of Together for Change
<b>Salary:</b>	£20,349 (£33,916 FTE equivalent). Employer pension contribution at 9%.
<b>Hours:</b>	21 hrs per week. This post is initially for a minimum of 1-year but may be extended as further funding becomes available.

#### **Diversity Statement:**

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

#### **Role Purpose:**

The primary focus of this role is to assist Together for Change: Coventry and Warwickshire (TFC) in transforming communities in partnership with the Coventry Diocesan Board of Finance (CDBF). The role will involve the support of and the capacity building of churches, people and local community groups (regardless of faith or no faith) who are tackling issues of poverty, deprivation and disadvantage.

Working closely with TFC's Funding and Charity Stewardship Lead, the post holder will provide additional fundraising support for Diocesan Strategic Priorities. These include support for 'Saints' projects in Nuneaton (completion of Saints Central Phase 2 renovation); Foleshill (new Saints in Riley Square), and Camphill Parish Church revitalisation. Helping with fundraising for churches in priority parishes is a key task, including training in fundraising which helps put those church finances on a sustainable footing.

### **Key Relationships:**

- CEO and board of 'Together for Change Coventry and Warwickshire' Charity
- Part of TFC Central Team, line-managed by the Funding and Charity Stewardship Lead
- TFC's Programme Manager, and the Project Manager for Saints Riley Square and Camphill
- Clergy in Coventry DBF Priority Parishes
- Grant giving bodies in the voluntary and statutory sector

### **Main Activities and Responsibilities:**

1. Support the implementation of those elements of the 'Our Shared Future' Diocesan strategy that lie within the areas of responsibility for this role especially in relation to the third element of our Diocesan Purpose Statement – Transforming Communities.
2. Network and develop effective partnerships with key stakeholders and grant giving bodies in the voluntary and statutory sector, in particular the Local Authorities and their senior officers responsible for regeneration in their areas.
3. Identify and apply for funding bids to support the capital regeneration work taking place as part of the Saints Central Phase 2 Renovations and Camphill Church Revitalisation.
4. Engage with the Saints Project Teams and the Saints Riley Square and Camphill Project Manager to identify funding needs and apply for funding bids to support the projects in line with the agreed outcomes.
5. Support for fundraising for churches in other priority parishes (with the highest deprivation), both identifying sources of funds for specific projects, and providing training in fundraising to help put church finances on a sustainable footing.
6. Engage with the Together for Change Central Team to support the overall income levels of the charity, including unrestricted funds.
7. Monitor and report on funding bids, including form filling, collating statistics/data while maintaining up to date records.
8. Supporting the TFC Finance Manager to track that grants are recorded, received and spent in accordance with the various grant restrictions.
9. Supporting the management of financial accounts by providing evidence of spend in relation to funding received, working closely with the Diocesan Finance team, project managers and the CEO of Together for Change

### **Training, Monitoring and Evaluation:**

The post holder will participate in reviews of progress every 6 months, including an annual review as a member of Together for Change staff.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, Sexual Harassment, GDPR, Internet Security, plus other training that is identified during the course of employment.

## PERSON SPECIFICATION

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have **all the essential requirements** for the role.

AF = Application Form; I = Interview; T = Test

Attributes	Essential	Desirable	Means of assessment
<b>Qualifications</b>			
A standard of education and/or qualification commensurate to the role	✓		AF
<b>Experience</b>			
Experience in identifying and applying for funding bids to support community projects, including capital renovation and community regeneration projects.	✓		AF/I
Producing accurate and complex documentation and correspondence, including writing grant applications and associated monitoring reports	✓		AF/I
Managing a busy workload, multi-tasking and meeting competing deadlines.	✓		AF/I
<b>Skills and Abilities</b>			
Highly organised with excellent time management skills	✓		AF/I
Ability to effectively monitor and report on funding bids, including form filling, collating data, maintaining up to date records and tracking grant spend.	✓		AF/I
Effective verbal and written communication skills. Ability to communicate effectively with internal and external contacts at all levels.	✓		AF/I
Excellent attention to detail and highly accurate with spelling, grammar, numbers and proof-reading skills.		✓	AF/I
Knowledge of general IT systems and applications including spreadsheets, word processing and databases.	✓		AF/I
Ability to deal sensitively and appropriately with confidential information.	✓		AF/I
<b>Personal qualities</b>			
Culturally sensitive and able to deal with people from many different backgrounds.	✓		AF/I
Discreet and trustworthy, able to deal sensitively with private or confidential information.	✓		AF/I
Conscientious, diligent and hardworking	✓		AF/I
Ability to self-lead and take initiative	✓		AF/I
Ability to work as part of a team	✓		AF/I
Professional, friendly and approachable, including when under pressure	✓		AF/I
A positive, enthusiastic and constructive attitude.	✓		AF/I
A passionate Christian faith and desire to work ecumenically with a range of user groups	✓		AF/I
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	✓		AF/I

<p>Be Supportive of and live out our values at work:</p> <p><b>Community:</b> To have a sense of togetherness and common purpose, with room for differences</p> <p><b>Christ-like:</b> To show humility and love for one another, to be welcoming and to have grace and patience</p> <p><b>Integrity:</b> To be genuine, authentic and honest, and value each other</p> <p><b>Service:</b> To recognise people's needs, give without expectation and use our gifts for each other</p>	✓		AF/I
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The 'Saints' projects works with an ecumenical group churches, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations (it is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. This post holder will also be supporting the revitalisation of a Church of England parish church. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies/>

or contact the CEO of Together for Change, Jet Jones, [Jet.Jones@coventry.anglican.org](mailto:Jet.Jones@coventry.anglican.org), 07958 957320

Closing date for applications: Noon on Tuesday 8<sup>th</sup> April  
Interviews planned the following date: Wednesday 16<sup>th</sup> April

Please send completed application forms to:  
Email: [simone.smith@Coventry.Anglican.org](mailto:simone.smith@Coventry.Anglican.org)

or

Post: Simone Smith, Cathedral & Diocesan Offices, 7 Priory Row, Coventry CV1 5EX