

ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

Job Description

PART-TIME FUNDRAISER AND BID-WRITER FOR THE LIGHTWAVE COMMUNITY (0.4 FTE)

Lightwave is about shining God's light in Suffolk. We are a Christian community, meeting in small groups, especially in rural areas. The name comes from the idea of light-waves being the way in which light spreads into dark places. Lightwave is committed to shining the light of Jesus through Christian witness and practical service: Our groups are especially involved in combatting isolation and poverty, engaging in youth work, caring for creation and in agricultural chaplaincy.

The foundation of our social engagement is discovering Jesus as the Light of the World. We believe that Jesus calls all people to follow him and is concerned with our everyday lives. We aim to be church for people who don't normally "do church" and our groups may meet in homes, pubs, offices, schools as well as churches.

Lightwave groups do the essential things of a church – but in different ways, suited to the needs of members in a small group who get to know each other well. So, there are no sermons - but we study the Bible and try to put it into practice in our lives. We eat together, have fun, support each other and try to put faith to work in practical care for friends and neighbours and the neediest in our society. We are a Bishop's Mission Order (BMO) in the Diocese of St Edmundsbury and Ipswich and always seek to collaborate with and support more traditional ways of doing church too.

Our vision is for more people to come to know Christ in Suffolk. Each group is part of the great wave of God's love which brings light to our county.

The Lightwave Community is currently funded mainly through by the Growing in God in the Countryside Project, is part of the work of the Diocese of St Edmundsbury and Ipswich financed by the Church Commissioners.

PURPOSE OF ROLE

The purpose of this role is to facilitate the Lightwave Community and especially its Red Lodge Hub, to achieve sustainability for current and future posts and activities. The Lightwave Community's work has so far been funded by an initial Central Church grant which tapers to a finish in 2025. Therefore, funding is needed for sustainability of existing projects, and developing new ones. This is to be achieved through broadening the Community's sources of income to include more direct giving and more grant-funding.

We are looking for someone who is excited by the work of the Lightwave Community. You will have experience and proven success in fundraising, either in a secular or Christian context, including finding potential sources and income and writing successful bids. The current forecast funding need from 2024/5 onwards is c. £300k per year from grants and from regular giving.

REPORTING TO

The Associate Lead of the Lightwave Community, currently Revd Diane Grano. Ideally, based at and working closely with the Red Lodge Rural Resourcing Hub with ability to travel around Suffolk. (Other preferences for location at a different hub Lightwave hub or group would be considered for the right candidate).

KEY CONNECTIONS

- Lead and Associate Lead of the Lightwave Community (Fresh Expression, Bishop's Mission Order or BMO)
- Trustees of the Lightwave Community Charitable Incorporated Organisation (CIO) and especially the Fundraising Team
- Local leaders of Lightwave Hubs and Groups
- Diocesan Secretary and staff of the Diocesan Board of Finance, including the Parish Resources Team Giving Advisor
- Key contacts with grant-making trusts
- Local Councils
- Donor base in members of the Lightwave and wider community

KEY TASKS

Strategic and Central

- Lead on discerning specific fundraising strategies for the Lightwave Community as a whole and especially for rural hubs.
- Implementing and facilitating implementation of specific fundraising strategies for the Lightwave Community as a whole and for individual rural hubs as appropriate.
- Build and train a team of group and hub fundraisers/bid-writers.
- Support significant initiatives including the central team in building a supporter base of individuals who give financially through either regular or one-off donations.
- Help establish a practical policy for fundraising across the Lightwave Community

Bid-writing

- Research potential funders and provide grants and funding advice to hubs and groups.
- Work with groups to identify specific funding needs and develop budgets for applications.
- Write and submit funding applications for and with Lightwave hubs and groups.
- Co-ordinate delivery, monitoring, and evaluation for successful bids, and be responsible for donor reporting and relationships.
- Ensure all applications for funding include full cost recovery contributions towards central CIO costs, wherever possible.
- Coordinate bids between hubs and groups develop multi-group 'projects' and apply for funding for these.
- Develop a working relationship with major public funders including local councils and the third sector to apply for possible grants and contracts, and joint proposals.
- Liaise with Parish Resources Team Giving Advisor as required, using the Church Grants database to facilitate grant searches as necessary.

Developing local donor bases with hubs

- Be a committed member of the hub leadership team at the Red Lodge Hub, planning with the team as appropriate, experiencing making a difference in the wider community.
- Work with the hubs to increase congregational giving and develop local donor bases.
- Work with the hubs to help them develop community fundraising events to raise the profile of the work and to build the 'buy-in' of local people.
- Support development of some income generation activities as appropriate.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> Experience of community engagement 	<ul style="list-style-type: none"> Familiarity with missional small groups as a model of Church
<ul style="list-style-type: none"> Proven success in fundraising and bid writing Working knowledge of Code of Fundraising Practice 	<ul style="list-style-type: none"> At least 2 years' experience of a fundraising role in a charity or similar organisation
<ul style="list-style-type: none"> Experience of contributing to the training of volunteers 	<ul style="list-style-type: none"> Extensive experience of training volunteers about fundraising
<ul style="list-style-type: none"> Proven experience of building partnerships between groups 	
Technical and Applied Skills	
<ul style="list-style-type: none"> Writing bids for funding and grant applications 	
<ul style="list-style-type: none"> Researching grants and other opportunities 	
<ul style="list-style-type: none"> Able to create accurate recording and reporting process 	
<ul style="list-style-type: none"> Numerate with financial acumen 	
<ul style="list-style-type: none"> Able to use computer systems and quickly learn any new programs, currently unfamiliar to them 	<ul style="list-style-type: none"> Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) Ability to use and administer CRM
Competencies	
<ul style="list-style-type: none"> Able to communicate effectively with church and Lightwave group members, clergy, volunteers, DBF staff and 	
<ul style="list-style-type: none"> Able to work with the complexity of diocesan structures and 	
<ul style="list-style-type: none"> Transport – ability to travel to visit groups across rural Suffolk 	
Personal Attributes	
<ul style="list-style-type: none"> The ability to relate well to colleagues in an environment where Christian faith is expressed openly and supportive of Lightwave and the mission 	
<ul style="list-style-type: none"> Personally approachable, enthusiastic and friendly 	
<ul style="list-style-type: none"> Creative and well-organised self-starter 	
<ul style="list-style-type: none"> Integrity 	
<ul style="list-style-type: none"> Committed to Diocesan Board of Finance work values of respect, 	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our Values of Respect, Transparency, Quality and Well-being.

Salary	The post is at Point 3 of Band D of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, 0.4 pro-rata £29,158 FTE
Pension provision	If eligible Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	0.4 FTE - 14 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended. Particular goals will be set for the first 3 months.
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	The Lightwave Red Lodge Office at 5 Russet Drive, Red Lodge, Suffolk, IP28 8GA

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese.

For an informed conversation please contact: Rev'd Diane Grano: diane.grano@cofesuffolk.org

Application packs available from: Diocese of St Edmundsbury & Ipswich Website: <https://www.cofesuffolk.org/about-us/vacancies> and the Lightwave Community website www.lightwave.community/job-vacancies

Please note: Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 27th September 2023

Interview Date: Week commencing 2nd October 2023