

Dioceses of Llandaff and Monmouth

# Grants and Funding Officer





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# Grants and funding officer

The Dioceses of Monmouth and Llandaff are looking to appoint a Grants and Funding Officer who will support our churches and ministry areas to increase their income through a range of large and small grants. Based within the combined property team for the two dioceses, many of the enquires will be for support with grants for historic churches. However, there is also a need to proactively support our churches in their social action projects - such as foodbanks, night shelters, dementia cafes, nurseries or parent & children's groups.

The Grants and Funding Officer will work within the new property team which will include -

- Senior Church Surveyor who will lead the team,
- Junior/Graduate Surveyor to assist with the survey work,
- DAC Secretary to manage the permissions system which operates instead of Listed Building Consent.

This new team will be able to offer a complete property service to support our churches and will make a significant difference to an exceptional body of community church buildings across South Wales.

Within the wider diocesan teams, the Grants and Funding Officer will work closely with other diocesan staff who are also involved in income generation and stewardship. These team members will provide support and a wealth of knowledge about the dioceses and its churches, and the new Grants and Funding Officer will be able to build on their strong relationships with clergy and volunteers.

Networks will be put in place to ensure that the Grants and Funding Officer is fully integrated into both diocesan teams.





## Who we are

The Diocese of Llandaff and the Diocese of Monmouth are two of the six Anglican dioceses of the Church in Wales. Together, the dioceses cover the southeast corner of Wales from Chepstow and Monmouth in the east to Port Talbot and Neath in the west. The area includes the cities of Newport and Cardiff, the South Wales Valleys and a diverse rural area including Monmouthshire and the Vale of Glamorgan.

The role benefits from a hybrid working pattern. The property team will also have full access to office space and resources at our friendly diocesan offices as required.

This is expected to be a full-time post in normal office hours but with some weekends and evening meetings or events. However flexible working is encouraged, and other working hours will be considered for the right candidate.

## Our historic church buildings



Across both dioceses there are 380 church buildings. 46 of these are Grade I listed, 83 Grade II\*, 114 Grade II and the remainder unlisted.

Our historic churches are a very important link to our past with the oldest buildings dating back to the Norman conquest. They are prominent features in the landscape and include some that have fascinating associations with the nobility in the late Middle Ages, some which have surviving medieval wall paintings that give us an insight into how our churches would have looked before the reformation, and some really impressive 19th century churches that illustrate the social history of the industrial revolution.

These local, regional and nationally significant buildings are looked after by local congregations who need more support to make them fit for purpose and to ensure that they are preserved and enhanced for future generations.





Churches within the Dioceses of Monmouth and Llandaff operate a wide variety of community and social action projects. These range widely, including foodbanks, night shelters, dementia cafes, nurseries or parent & children's groups. The majority of the funding for these projects currently comes from personal giving from within the church congregations.

Many churches and ministry areas require support with grants, fundraising and income generation to either establish new projects to meet the needs of their local communities, to develop existing successful projects so that they can increase their impact across a wider range of people, or to provide and maintain appropriate buildings to house these projects.

Our church buildings are, of course, used regularly for worship and they host thousands of baptisms, weddings and funerals each year.

## Job description

### Job Title

Grants and Funding Officer

### Salary Grade

£27,248 per annum

This is a full-time (37.5 hours per week), permanent position, with flexible hours including occasional weekend or evening work.

Part-time hours would be considered for the right candidate.

### Department

Property

### Responsible To

Senior Church Surveyor

### Location

Hybrid working between home, Llandaff Diocesan hub offices and the Monmouth Diocesan Office in Newport. Must be based within daily travelling distance of all offices and churches in Llandaff Diocese and Monmouth Diocese, have use of a car or other means of transport.

### Purpose

To work within the combined Diocese of Llandaff and Diocese of Monmouth Property Team to increase the income and to support successful grants applications.

### Main Working Contacts and Committees

Diocesan Grants and Property Committees, ministry area property teams, Bishops' Senior Leadership Team, RB Property Staff (incl. Parsonage Inspectors), Clergy and Volunteer Church Officers, Stewardship Officers and counterparts in other Dioceses throughout Wales.



# Tasks and responsibilities

- Secure income for churches and ministry areas through funding applications to a range of large- and small-scale funders.
- Work with clergy and volunteers within the churches to develop applications for funding and compile high quality content that is realistic, deliverable, and appropriately budgeted.
- Support clergy and volunteers in the development of projects and funding applications, including training for them to submit applications on their own behalf.
- Build on existing relationships with key funders and cultivate relationships with new funding sources to ensure new funding application approaches match their criteria.
- Help with and organise sponsorship and fundraising events and initiatives.
- Develop an active list of potential sources of income and ensure that clergy and volunteers across the two dioceses are aware of the opportunities available.
- Be proactive in identifying new and existing funding opportunities that meet the needs of our churches and ministry areas.
- Maintain accurate monitoring and recording of data to evidence performance.
- Assist with the planning and delivery of relevant marketing and communication activity that helps to promote funding opportunities and highlights the success of any funding secured.
- Represent the organisation at events and meetings as required.





## Qualifications

### Essential

- Proven experience in generating successful grants applications.
- Good communication skills with the ability to build strong working relationships with a wide range of colleagues – clergy, church representatives, grant funders etc.
- Strong organisational and planning skills to anticipate and plan for work in advance, including project or event management experience.
- Good IT skills with the ability to use MS Office software, including Excel, Word, Teams and Outlook.
- Up to date knowledge of Health and Safety legislation, CDM regulations and other relevant statutory requirements.
- Proactive self-starter with initiative and the capacity to work with minimal supervision.
- Experience of working with and supporting volunteers.

### Desirable

- Knowledge of data protection legislation.
- Ability to speak Welsh.

## Personal Qualities

### Essential

- Able to remain calm under pressure and effectively prioritise.
- An ability to get on with people of all ages and abilities.
- An empathy, understanding and support for the Christian ethos of the organisation.
- An interest in historic buildings and places of worship.
- Creativity to develop new sources of income.

### Other

#### Essential

- Flexible attitude to working hours.
- A full UK driving licence and use of a car for work purposes, or an alternative ability to travel between multiple church sites per day across both dioceses.
- Flexibility to work occasional evenings and weekends.
- Willing to travel both within the Diocese and beyond.



## Terms and Conditions

**Benefits:** The post holder will be eligible to join the contributory pension scheme. Expenses will be reimbursed in line with diocesan policy.

**Leave allowance:** 25 days per annum plus Bank Holidays, rising by one day per annum to a maximum of 30 days.

**Administrative support:** The post holder will be able to draw on the services of the shared central administrative support team.

**Contract:** This is a joint employment contract with the Diocese of Monmouth and the Diocese of Llandaff. HR and line management will be undertaken by the Diocese of Llandaff.

**Hours:** This is expected to be a full-time post in normal office hours but with some weekends and evening meetings or events. However flexible working is encouraged, and other working hours will be considered for the right candidate.

For an informal chat please call Isabel Thompson, Diocesan Secretary of Monmouth  
([isabelthompson@cinw.org.uk](mailto:isabelthompson@cinw.org.uk) / **07493669511**)

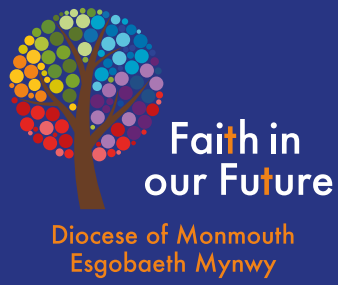
**Deadline for applications:** 13th May at 9am

**Interview date:** 20th May

Completed applications to be sent to  
[llandaff.recruitment@cinw.org.uk](mailto:llandaff.recruitment@cinw.org.uk)







**Esgobaeth Llandaf  
Diocese of Llandaff**  
Mae Ffydd Yn Cyfrif | Faith Matters