



DIOCESE OF **Hexham & Newcastle**

Fundraising Manager



Candidate Pack

ABOUT THE DIOCESE

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

JOB DESCRIPTION

Duties and Responsibilities

- Lead on the development and implementation of a Diocesan Fundraising Strategy to include, predominantly, trusts and foundations and legacies.
- Develop and maintain strong relationships with funders and donors
- Conduct research and analysis to identify funding opportunities with trusts and foundations
- Prepare and submit grant applications, and manage ongoing reports and feedback
- Develop a legacy giving plan, including the development of promotional materials and stewardship activities
- Develop a church tourism fundraising plan, including the development of promotional materials and stewardship activities
- Collaborate with internal teams, parishes and projects to ensure successful fundraising efforts
- Maintain accurate records of funding sources and activity
- Provide regular updates and reports on fundraising activities to the senior management team
- Research planned giving drives at other Dioceses in England and Wales



PERSONAL SPECIFICATION

You must have:

- Education to degree level, or an equivalent professional fundraising qualification or significant on-job experience
- Experience of working in a fundraising role, ideally with specialism in trusts and foundations and legacies
- Strong strategic and leadership skills to lead the development and implementation of a Diocesan Fundraising Strategy
- Significant research and analytical experience to identify funding opportunities
- An understanding of copyright and data protection regulations and fundraising ethics
- Experience in maintaining accurate records of funding sources and activity and providing regular updates and reports to senior management.
- Excellent oral and written communication skills, with a proven ability to write in a variety of styles, depending upon the audience
- Experience of using creative tools such as Adobe Creative Cloud or Canva
- Strong influencing and advocacy skills
- Strong relationship building skills to develop and maintain strong relationships with parishes, projects, funders and donors
- Access to a car for work use and a current driving licence

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.



PAY AND CONDITIONS

What will we offer you?

- Salary: £40 - £45,000 and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Full-time, flexible working is available, with occasional evening and weekend work
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 30 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Health and well-being support
- On-site parking
- Location: Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references

Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Beverley Warrington, Head of Finance, by email: beverley.warrington@diocesehn.org.uk or telephone: 0191 243 3300.

Closing date for applications: 17 May 2023



OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

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