



Could you be our new
**Head of Charitable
Development and Resources?**

Application Pack

Contract Basis:
Reporting to:
Direct Reports:
Based:

Permanent
Director of Charitable Services
Development & Resources Manager
London - Hybrid

Who are we?

Clergy Support Trust are the largest charity supporting Anglican clergy and their families, including their partners/spouses, former partners, widow(er)s and children.

We are independent, impartial, inclusive and confidential. We walk alongside clergy households in times of need - from training to moving role, and into retirement - and we've been privileged to do so for almost 400 years.

In 2024, we supported almost 2,800 households, with more than £6m across over 6,700 grants. This is the highest annual number of people ever supported by the charity. This includes more than 1 in 5 of all serving Church of England and Church in Wales clergy, as well as those in the Scottish Episcopal Church and the Church of Ireland.

What do we do?

Serving and retired clergy households can access a variety of financial support, including:

- **Emergency grants** for those unexpected costs which catch us all off-guard, from energy bills and car repairs to replacing your washing machine.
- **Health grants** to support short or long-term, physical or mental health conditions. This includes mobility aids, dentistry or diagnostic tests.
- **Wellbeing grants** towards fitness activities, spiritual retreats or a much-needed holiday, supporting with physical, mental and emotional wellbeing.

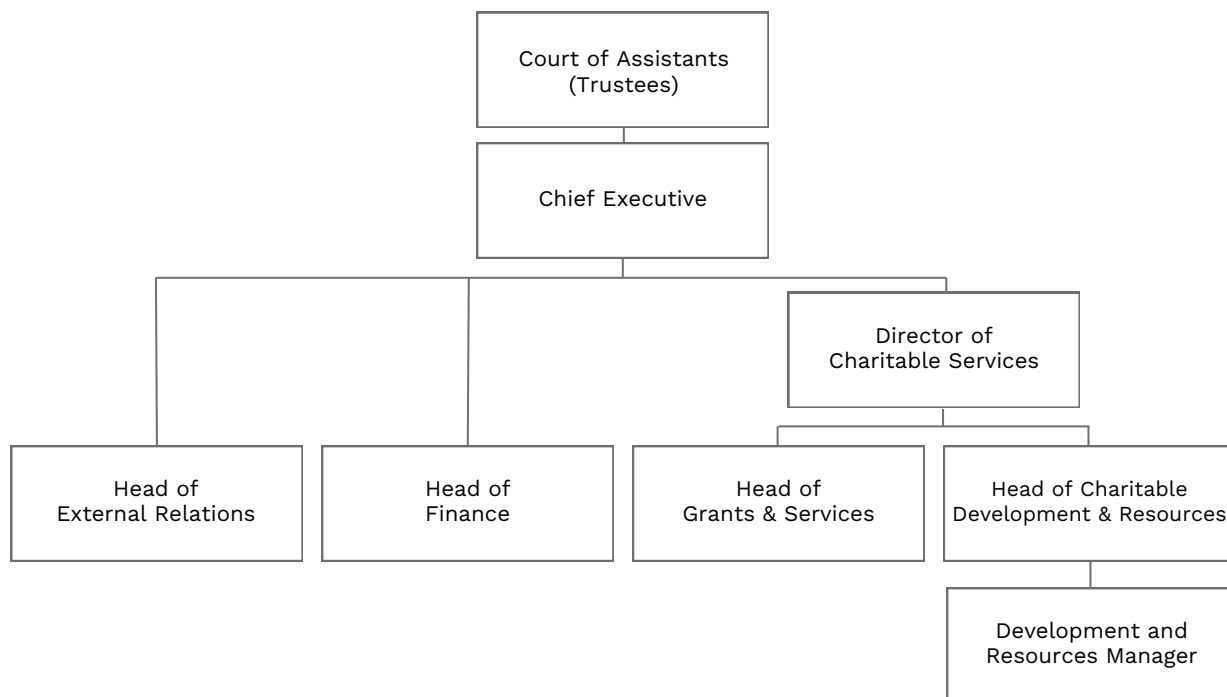
We also offer a number of services through our trusted partners, such as:

- **Counselling sessions** for a range of difficulties, including pastoral issues, anxiety, bereavement, separation and relationships.
- **Occupational therapy assessments**, delivered by occupational therapists across the UK.
- **Debt support**, with access to advice and management plans.

In the past two years, we've also launched a Will Writing Service, a Coaching Service and a programme of Wellbeing Workshops, exploring topics such as stress and resilience, building a healthy team, and trauma-informed ministry in dioceses across the UK.

As well as providing grants and services for those in need, we're working with the national Churches and others to develop longer-term solutions, so that every clergy household can thrive.

Our senior leadership team



Our values

We are guided by our four organisational values:

- Generosity
- Compassion
- Wisdom
- Truth

We offer a programme which is separate from the national Churches and open to all eligible households across the UK, Ireland, Diocese in Europe and the Diocese of Sodor and Man.

Our principles

We exist in order to help relieve and prevent poverty, hardship, and illness, and to promote the physical and mental health of our applicants: clergy and their families.

We do this in a way which makes a tangible difference to their day-to-day lives. We aim to learn also from what similar support organisations provide to other groups, putting our resources to good use.

We will focus as far as possible on areas which have a good fit with our expertise and experience, not providing support already available from others, or which it is the responsibility of the Church itself to provide.

Our events

Our Festival Service is one of the oldest choral music events in the world, celebrating 370 years in 2025. It brings together three world-class cathedral choirs under the dome of St Paul's Cathedral, to give thanks for clergy families.

Our Festival Dinner at Plaisterers' Hall welcomes our Governors and Stewards - our closest circle of supporters - and key guests, including those from the City of London, under one roof as we fundraise to support our work.

Our Annual Assembly is our Annual General Meeting (AGM), with an engaging keynote speaker from the Church world, followed by a lunch. The event is exclusively for our Governors.

Our Christmas Carol Service was held for the first time in December 2024, in the majestic setting of The King's Chapel of The Savoy, one of our patron, His Majesty's private royal chapels.



An applicant's story

Sara is the Clergy Household Support Officer for the Diocese of London and a clergy spouse.

She and her husband, Graham have had a relationship with the Trust for over a decade.

“When our kids were little, I was a full-time mum, so money was very tight. My husband was always quite on top of what support was out there and what we could apply for.”

As the saying goes, when it rains, it pours, and when car repairs, dental fees and school expenses all came round at once, Sara and her family were confident that Clergy Support Trust could lend a hand.

“There's no need to feel embarrassed about needing support. We're all in this same boat together.”



Employee benefits

Pensions and Life Assurance

- Employees are automatically enrolled into the Trust's pension scheme, which attracts an employer contribution equivalent to 10% of basic gross salary.
- Life Assurance (Death in Service cover) of 4x salary will be provided for your spouse/dependants in the event of your death whilst you are an active employee.

Annual Leave

- Generous annual leave entitlement: The standard annual leave entitlement in any holiday year is 25 days (exclusive of recognised public holidays), which can increase with service. The Trust also closes between Christmas and New Year, in addition to annual leave entitlement.
- All employees receive their birthday off!
- All staff have an annual volunteering allowance of 2 days, per calendar year.

Training and Development

- Our Training and Development budget allows staff to take part in corporate training, and to attend conferences or short (i.e. 1-2 day) courses of particular relevance to their own role (as a guide, around £500 per year, per individual).
- Where staff are studying for longer-term courses, the Trust will, where possible, provide support towards the cost of the course, or provide additional leave. In some cases, it will provide a combination of both.
- Alternatively, colleagues can apply for a one-off study grant of up to £1,000. Where larger sums are involved, and although this will not be contractually binding, it would be anticipated that employees remain in post for at least a year beyond completion of the study, in order that the Trust – as well as the individual – might benefit from the study pursued.

Season Ticket Loan

- The Trust appreciates the high cost of travel in London and will provide an interest-free season ticket loan to employees, subject to eligibility.

Health and Wellbeing

- Our comprehensive Employee Assistance Programme includes a confidential counselling service, GP access, fitness, retail and lifestyle discounts and a range of other wellbeing support services.
- The Trust offers a £50 annual contribution towards the cost of work-related prescription glasses.

Summary job details

Job title:	Head of Charitable Development & Resources
Contract basis:	Full-time, permanent (35 hours a week), subject to satisfactory completion of six-month probation period
Reporting to:	Director of Charitable Services
Direct reports:	Development & Resources Manager (50% capacity initially)
Based:	London – Hybrid (two days a week on average in the office, depending on business need). In 2025, we will be relocating office, but staying within zone 1, central London.
Annual salary:	£59,077 - £62,187 (CST Tier S3). Staff also receive an annual cost-of-living-related salary uplift in years where this applies.

About the role

A new role to drive our future vision.

This brand new strategic role provides an exciting opportunity for a dynamic, experienced professional to create and deliver a brand new suite of online and self-service support for clergy and their families. This is a unique opportunity to drive the future vision of a 400-year-old charity.

A member of the Senior Leadership Team, you'll be joining the leading Anglican wellbeing charity, supporting thousands of households each year, as we embark on a new strategic period (2026-30) and at a pivotal point in our mission. This new role will have the creativity and freedom to design, create and deliver a new online charitable offer to existing and new audience groups. You will be responsible for planning, budgeting, delivering and overseeing a strategic plan for growth in our online / self-service offer. Working with the Director of Charitable Services (DCS), Development & Resources Manager (DRM), other SLT colleagues and the wider organisation, this new, visionary role will be instrumental in delivering new solutions to clergy and their families, while delivering on our strategic objectives.

We are excited to have you join us.

You will have the support of our excellent and established Charitable Services team, who are at the fore front of dealing with the day to day challenges faced by clergy households. In addition, you will work closely with a supportive Senior Leadership Team, External Relations team, and trustees.

We need your skills and expertise to take our preventive, non-financial support further. This will include working with new and existing external partners, sourcing potential digital agencies, contract management, project planning, monitoring and evaluation of new

services, highlighting trends (ensuring these meet the needs of clergy, their families and other audience groups) and managing the online charitable offer to ensure they are easily accessible and available to all via suitable technology and digital platforms.

Key responsibilities

- Design, execute and manage a new suite of online, self-service resources and information, which are practical, relevant and tailored to all potential beneficiary groups.
- Work closely with the Director of Charitable Services, Head of Grants & Services and the wider team in delivering this strategic priority.
- Lead with a proactive and collaborative approach with all stakeholders, including staff team, trustees, partners and networks.
- Set up and lead on new beneficiary focus groups, testing and assessing needs, and potential format of future resources.
- Consider appropriate monitoring and outcomes for online resources.
- Report into quarterly Trustee sub-committees.
- Line manage Development & Resources Manager.

Online, self-service resources for clergy households:

- Create phased project plan for new online charitable offer, with phase one to be launched by January 2026.
- Commission and curate content and resources via partnerships, ensuring value for money and all resources meet our charitable objects.
- Lead on appropriate due diligence in terms of data, cyber security, supplier and contract management, web and mobile applications, existing systems and cloud solutions.
- With our Website Manager, write any technical specifications for additional external support required and lead on tender processes.

Training options, both in-person (building on existing) and online:

- Identify and consider new providers for our existing and growing Wellbeing Workshops programme, enhancing current offer for Dioceses.
- Work with external organisations to create relevant online courses for different beneficiary groups.
- Design and deliver a programme of webinars based on clergy wellbeing issues.

Research:

- Research and assess other occupational benevolent fund online resources.
- Oversee the Trust's research programme, with the Development and Resources Manager (currently £40k per annum) and use research findings to influence future resources, and the charity's advocacy work.

Signposting to other charities, and developing partnerships with those as needed:

- Develop a directory of current support available to clergy and their families via Dioceses, other clergy charities, national charities and organizations etc.
- Work with other potential partners who have such developments in place.

- Support the Development & Resources Manager to promote and deliver the expansion of ‘Life to the Max’ across more UK Dioceses (adventure weekend for clergy children).

Other reasonable duties and projects commensurate with the post.

Person Specification

Attribute	Essential	Desirable
<p>Experience, skills and abilities</p>	<p>Previous experience as a senior leader or significant experience of managing large strategic change projects, used to delivering strategic priorities and reporting to Senior Executive and Trustees.</p> <p>Demonstrated experience in creating and delivering online resources, information and support services with a track record of positive impact and outcomes.</p> <p>Experience of curating accessible and inclusive online products and services, from various sources, including expert partners.</p> <p>Excellent project management skills, with ability to meet deadlines, budgets and reporting requirements.</p> <p>Experience of measuring, evaluating and demonstrating impact from online solutions.</p> <p>Proven experience of consulting various stakeholders including service users, colleagues, trustees and networks, with effective collaboration.</p> <p>Ability to identify trends, needs, external and internal insights to develop future online resources.</p> <p>Strong inter-personal skills and ability to build relationships internally and externally while working within a small team.</p>	<p>Understanding of CRM systems such as Salesforce and Form Assembly.</p> <p>Experience of working in a not-for-profit organisation or grant-making trust</p> <p>Knowledge of the wider Church of England, Anglican Communion, theological colleges and other Church related organisations</p> <p>An understanding or appreciation of the challenges facing Anglican clergy and their families</p>

Attribute	Essential	Desirable
Personal	<p>A proactive self-starter who is able to work collaboratively and engage with all internal and external stakeholders.</p> <p>Good team player, self-aware and highly motivated, and with a ‘can do’ attitude, willing to contribute to the overall success of the charity.</p> <p>Ability to work under pressure and results-oriented.</p> <p>Demonstrable sympathy with the Christian ethos of the Trust.</p>	
Education & training	<p>Good written and spoken English and a high standard of IT and online literacy.</p>	<p>Degree-level education</p>

How to apply

To apply, please email your application to vacancies@clergysupport.org.uk, addressing your application to Sarah Davies, Director of Charitable Services.

Please include with your application:

- Curriculum Vitae
- Covering letter (no more than three sides of A4) explaining why you are interested in the role and how you meet the person specification (please provide specific examples in your supporting statement)

Closing date for receipt of applications: 09:30, Monday 24 February 2025

First interviews will take place at our London office with the Director of Charitable Services, CEO and Operations & Office Manager, on Thursday 6 March 2025.

Successful candidates will then be asked to attend a second interview the afternoon of Tuesday 18 March 2025.