



Could you be our new **Fundraising Manager?**

Application Pack

Contract Basis:	Permanent
Reporting to:	Head of External Relations
Direct Reports:	None
Based:	London - Hybrid
Annual Salary:	£43,890 - £46,200 (CST Tier M1)

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 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.”



Summary job details

Job title:	Fundraising Manager
Contract basis:	Permanent
Reporting to:	Head of External Relations
Direct reports:	None
Based:	London - Hybrid (One day a week on average in the office depending on business need, other meetings elsewhere as required)

Due to the nature of fundraising being primarily relationship-driven, you will need to meet with donors regularly. Most of our current supporters live in and around London. If you are not based in the London area you will need to travel in regularly and at short notice to meet donors.

You will be expected to attend monthly all-staff meetings in London.

Annual salary: £43,890-£46,200 (CST Tier M1). Staff also receive an annual cost-of-living-related salary uplift in years where this applies.

About the role

This is a pivotal appointment for us.

You will be our first colleague dedicated exclusively to fundraising. It is an exciting opportunity to build the function from the ground up – setting the strategy, making the contacts, and delivering the income.

You will have the support of our enthusiastic External Relations Team of three people and work closely with the Head of External Relations, the Chief Executive, and trustees.

We are excited to have you join us.

In preparation, we have built and developed a supporter database of 5k contacts who receive regular mailings, improved our donation systems, including starting a free wills programme, refined our Gift Aid process, and increased our programme of fundraising events, such as encouraging community fundraising.

We need your skills and expertise to take this further, including by expanding our supporter base, particularly major donors. Where your focus will be on securing individual donations of five-figures or higher, while also growing the potential among these supporters for subsequent legacy gifts.

You will be directly responsible for increasing our voluntary income from £80k (excluding legacies) to £250k over a period of five years, (and we have substantial ambition to move upwards from there), whilst also growing our legacy giving and encouraging corporate partnerships. We continue to develop our CRM and to systemise our relationship management, to support a scalable major gifts programme.

Job description

Key responsibilities

- Design, execute and refine a fundraising strategy which supports Clergy Support Trust's work and meaningfully contributes to long-term financial sustainability
- Work closely with the Chief Executive and Head of External Relations in their support of fundraising activities
- Develop a culture which ensures donor relationships are treasured and at the heart of the external relations team's work
- Set and monitor targets, reporting on progress to the Head of External Relations, Chief Executive, and trustees
- Be an ambassador for the Trust, honouring its commitment to independence, inclusivity, and confidentiality for applicants

Major Donor engagement:

- Find, build, and nurture relationships with individuals, churches, and other key donors, including livery companies and corporates encouraging an appreciation and understanding of the vital work of the Trust and the role of clergy families in society
- Lead on cultivation and stewardship, helping to grow and diversify the Trust's network of supporters, whilst continuing to attract gifts from our wider pool of donors
- Utilise income delivery from the flagship annual Festival Service at St Paul's Cathedral and monetise the accompanying Festival Dinner
- Lead on the development and execution of tailored major gift strategies, including face-to-face events and personalised messages

Fundraising engagement:

- Work with the Digital and Engagement Officer to ensure all supporter communications are compelling, consistent with our tone of voice, and strengthen relationships with donors of all levels
- Develop and keep up-to-date strong and compelling cases for support
- Collaborate within the External Relations team to ensure alignment between fundraising and other communications
- Evaluate the effectiveness of fundraising campaigns and events to optimise future efforts

Operational oversight:

- Work with the Head of External Relations to develop and manage the fundraising budget, ensuring efficient use of resources and maximising return on investment
- Ensure that all fundraising activities are conducted in line with best practice, regulatory requirements, and Clergy Support Trust values.

Other reasonable duties and projects commensurate with the post.

Person specification

Attribute	Essential	Desirable
<p>Experience, skills and abilities</p>	<p>Demonstrated experience in developing and implementing successful fundraising strategies across multiple income streams</p> <p>Proven track record in securing significant gifts, including of sums of five-figures and above, and building long-term donor relationships</p> <p>Clear understanding of the legal and ethical frameworks covering fundraising</p> <p>Excellent interpersonal and communication skills, and an ability to inspire and engage a wide range of audiences</p> <p>Ability to work collaboratively with senior leaders, trustees, and staff, while also being proactive and hands-on</p> <p>Strong project management skills, with the ability to juggle competing priorities and meet deadlines</p> <p>A willingness to learn and engage with the CRM (Salesforce) and other systems to manage and report on work</p>	<p>Knowledge of the Christian and City of London donor landscape, including an understanding of different Christian faith traditions and corporate networks.</p> <p>Experience of fundraising on behalf of a Christian or faith-based cause</p> <p>Ability to use CRM systems</p>

Attribute	Essential	Desirable
Personal	<p>Able to engage with people from all walks of life and backgrounds, with a genuine ability to connect with donors</p> <p>Committed to Clergy Support Trust’s work and the cause of clergy household wellbeing</p> <p>A strategic thinker who can also deliver practically on the ground</p> <p>Results-orientated with a determined attitude, who also willingly plays their part in a wider team’s work</p> <p>Highly organised with strong attention to detail and the ability to thrive and deliver with a high level of autonomy</p>	
Education & training	<p>Good written and spoken English and a high standard of IT literacy</p>	

More about the Trust

Clergy Support Trust is the largest and oldest charity – founded in 1655 – supporting Anglican ministers and their families. We exist to serve those people who, through their ministry, spend their lives serving others.

This vital work is driven by a dedicated and friendly team of just over 20 colleagues from a variety of backgrounds, overseen by a committed Board of Trustees.

Clergy Support Trust is an inclusive and supportive organisation. We warmly welcome applications from candidates of all backgrounds, and believe a diverse workforce leads to fresh ideas and creative thinking, as well as better reflecting our beneficiary base across the UK and Europe.

If you are keen to join a small, passionate team where your skills and expertise will positively impact clergy families, and where you will be nurtured through our strong commitment to staff development (alongside an excellent package of benefits), we’d love to hear from you.

Further job details

Hours of work: 35 hours per week worked flexibly, Monday to Friday. You will be expected to work out of hours to support fundraising and the wider external relations work, for which you will be eligible for time off in lieu.

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.

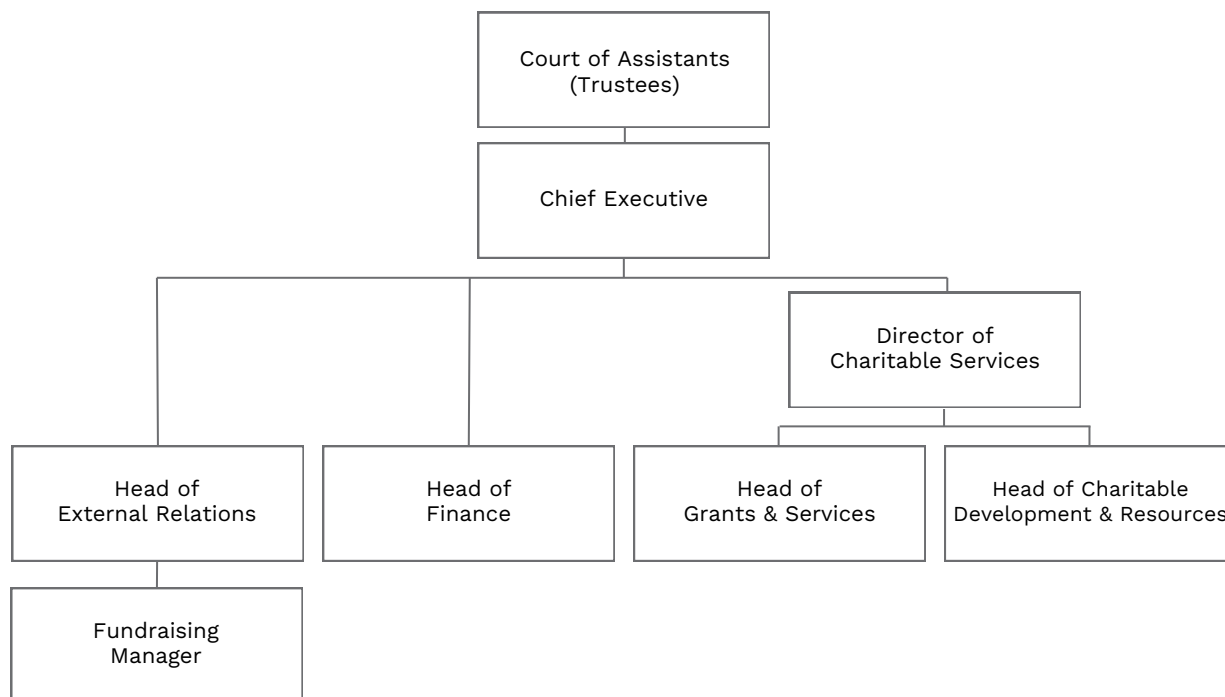
Season Ticket Loan

- 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.

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.

How to apply

To apply, please email your application to vacancies@clergysupport.org.uk, addressing your application to Catherine Cashmore, Head of External Relations.

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 17 February 2025

First interviews will take place online with the Head of External Relations, the week beginning 24 February 2025. Successful candidates will then be asked to attend our Westminster office for a second interview the afternoon of Monday 3 March 2025.