Job description

Post	National Church Engagement Manager
Responsible to	Director of Fundraising and Communications
Team	Church Engagement Team
Group	Fundraising and Communications
Grade	G
Contract	Permanent
Hours	35hrs per week, hybrid with 40 per cent at CMS House

The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to discovering creative ways to share the hope of Jesus, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In recent years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.

Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

Church Mission Society (CMS) benefits from a deeply committed base of UK churches and individual donors, supported by strong ties to the Church of England and the patronage of the Archbishop of Canterbury. Our UK donor network spans the full spectrum of the UK church – from senior leadership, archbishops' offices and diocesan teams to local parish churches and individual benefices. The team will also lead recruitment and retention initiatives for Christian individuals through mass marketing campaigns.

Through an annual programme of fundraising, marketing and communications campaigns, we share our global mission work to grow God's kingdom and help people follow Jesus to transform communities.

To expand our impact, this role will focus on driving financial growth and building intentional partnerships across the wider body of Christ. Key priorities include:

- Expanding denominational reach: nurturing existing Anglican relationships (across Anglo-Catholic, evangelical and charismatic traditions) while proactively building new connections with independent free churches, fellowships and other Protestant denominations, networks and communities.
- Championing Global Edge Church: leading the growth of our landmark fundraising initiative to equip a wider, more diverse audience of churches to join God's work at the edges of societies.
- Working with our global people in mission to fund and grow critical income streams including restricted income, lightly restricted income and unrestricted legacy income.

Your relationships

There are four teams in the fundraising and communications group: the church engagement team, digital marketing team, philanthropy team and the brand, content and media team.

This role reports to the fundraising and communications director and line manages the church engagement team which consists of the following staff:

- Individual giving and legacy lead
- Church fundraising lead
- Senior editorial content producer
- Supporter care and volunteering officer

There is a close working relationship with other colleagues:

- Britain Hub: to engage and develop relationships with the UK church.
- Philanthropy team: to support giving from major donors (including legacies) and trusts/foundations.
- Digital marketing team: to deliver high impact marketing and fundraising campaigns to grow individual giving and church audience segments for CMS.
- Brand, content and media team: to support content creation and branding.
- The finance team: in managing queries relating to giving.

Your responsibilities

Strategic leadership and financial management

- Work with the fundraising and communications director to develop and execute a values-led, data-driven church engagement strategy to grow income from churches, individual supporters, legacies and in-memoriam giving.
- Lead the roll-out and growth of the Global Edge Church initiative across Anglican and non-Anglican Protestant denominations.
- Manage annual income forecasting, budgeting and financial reporting in collaboration with the finance and fundraising leadership teams.
- Establish, monitor and report against operational financial and non-financial KPIs, adjusting focus as needed to achieve growth targets.

Functional and team leadership

- Line manages the church engagement team, covering all associated duties of regular supervision, objective setting, conducting appraisals, team meeting/planning and contributing to staff development.
- Coordinate cross-functionally with the Britain hub, philanthropy, digital marketing, brand, content and media, and finance teams to deliver integrated campaigns and stewardship.

- Ensure operational alignment with broad organisational policies and managerial direction.

Church and donor relationship management

- Oversee high-value relationship management strategies for key church networks, dioceses, leadership offices and individual donors.
- Personally manage and nurture a portfolio of high-value church partnerships and senior church leaders across England, Scotland and Wales.
- Collaborate with the philanthropy manager to develop mid-level donor portfolios and support major donor/legacy initiatives.
- Oversee the historic restricted funds mission partner funding model to ensure strong retention and return on investment.

Campaigns, events and volunteer mobilisation

- Oversee integrated individual giving appeals and marketing campaigns in collaboration with digital marketing and brand, content and media teams.
- Strategic oversight of CMS presence at national church events, festivals and conferences to maximise visibility and donor acquisition.
- Mobilise, equip and train a network of staff, volunteers, people in mission and church champions to speak on behalf of CMS.
- Serve as a senior spokesperson and speaker for CMS in high-profile church settings.

Data integrity, research and compliance

- Oversee prospect research and pipeline development using the CRM database (e.g. ThankQ, Access Charity, Raiser's Edge) to ensure accurate donor tracking.
- Ensure all engagement and fundraising activities comply with GDPR, Charity Commission, Fundraising Regulator and OSCR regulations.

Other

- Work with the senior management team of the fundraising and communications group to support the fundraising and communications director with strategic and operational planning.
- Work collaboratively with other members of the fundraising and communications group, sharing information and supporting the development of larger-scale bids and campaigns as and when required.
- Carry out any additional duties commensurate with the role as required by your line manager.
- Ensure the safety and security, and respect the rights, of all staff, partners and supporters.
- Understand and follow CMS safeguarding policies.

- Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe.
- Ensure supporter information remain confidential to CMS and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) UK, Data Protection Act 2018, and Privacy and Electronic Communications Regulations (PECR).
- Hold and maintain a good understanding of the Institute of Fundraising Code of Fundraising Practice and how it pertains to your role.
- Carry out any additional duties commensurate with the role as required by your line manager.

Values and behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS organisational strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)
- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation

Are you an experienced, skilled and passionate Christian fundraiser and relationship-builder who is experienced in engaging with UK churches, dioceses and other supporters? Can you inspire and persuade both existing and potential key supporters to partner with Church Mission Society and drive our mission with significant financial support – to help people at the edges discover and follow Jesus?

CMS is a dynamic Christian mission with a three-year plan to significantly increase income to fund contextual mission programmes worldwide. We are seeking a Church Engagement Manager who is passionate about Jesus and who can seize the funding opportunity that will enable CMS to grow.

- **Permanent, full time**: 35 hours per week.
- **Hybrid working:** two days a week at CMS House, Oxford.
- £45,830 per annum (with a generous pension contribution: up to 10 per cent employer contribution on annual salary. Incremental increases to salaries are applied annually.
- CMS offers 36 days of annual and bank holiday leave as well as enhanced paid sickness, maternity, paternity, adoption leave and life assurance (4x basic salary).
- CMS supports the mental wellbeing of its employees and offers a generous rewards and wellbeing package, including:

  Access to 24/7 employee assistance programme with qualified counsellors.

  Regular wellbeing coffee mornings.

  Up to three family emergency leave days per annum.

  Retreats and resources for prayer life.

We welcome applications from everyone. We particularly welcome applications from individuals from minority groups as they are currently underrepresented within our organisation at this level. All appointments are made on merit of skill, experience and potential as set out in the job description and person specification.

Your role

Your primary responsibilities include executing a data-driven engagement strategy to expand income from church giving, individual supporters and legacies, as well as leading the landmark Global Edge Church initiative. You will personally manage high-value church giving portfolios with senior leaders, oversee national event presences and line-manage direct reports across church fundraising, individual giving, editorial content and supporter care. Additionally, you will coordinate cross-functional marketing campaigns and ensure robust CRM data management and regulatory compliance.

To succeed, you must be a committed and practising Christian with proven experience in fundraising or marketing within a Christian context. You need strong relational, negotiation and public speaking abilities, experience managing CRM systems and teams, and a full UK driver's licence with willingness to travel.

The organisation you'll be joining

Church Mission Society is comprised of people who are passionate about mission and fired up about helping people follow Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. If you join CMS, you will find an organisation that has been reinvigorated with a fresh vision to make disciples of Jesus among people at the edges, both in the UK and around the world.

What you'll need to succeed

The successful candidate will be a highly motivated self-starter with the ability to develop and deliver strategy as a leader of a small team. You will have a track record in successfully initiating, managing and developing relationships with senior church leaders, individual Christians and CMS volunteers. You will be driven to create successful church fundraising, marketing and communications campaigns across multiple mass marketing channels, including direct mail and national Christian events/festivals. You will have experience with working with the Christian media for recruitment and retention activities to grow our loyal supporter base and increase income.

Further details can be found in the job description and person specification available to download on the CMS website: churchmissionsociety.org/jobs

Our commitment to you

Our core values of being pioneering, relational, faithful and evangelistic are integral to everything we do, and we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills.

We are committed to the safeguarding and protection of the people we serve, our partners, our volunteers, and our staff. We believe that every child or adult we come into contact with has the right to be protected from all forms of harm and abuse. Our recruitment and selection processes are in line with our Safeguarding Policy(https://churchmissionsociety.org/policies-and-statements/safeguarding-and-whistleblowing/) and the SCHR Misconduct Disclosure Scheme (https://misconduct-disclosure-scheme.org/), which CMS is a member of as part of our commitment to safeguarding.

Person specification

UK Church Engagement Manager

	Essential	Desirable
Qualifications	• Educated to A level standard or equivalent.	• Ordained or lay church leader. • First degree in theology, fundraising, marketing, media or communications. • CIM or Institute of Fundraising qualification. • Qualifications in volunteer management. • Legacy marketing.
Experience	• Proven experience in a fundraising, marketing or communications role. • Relevant experience in Christian contexts. • Demonstrable experience of generating income and achieving targets, from individuals and churches. • Demonstrable experience of defining and implementing a successful income growth strategy.	• UK charity or not for profit experience. • Experience in commissioning high quality mission resources for churches and individuals. • Experience with CRM's ThankQ, Access Charity or Raiser's Edge. • Experience of managing exhibitions and events to engage

	• Proven experience in CRM database management. • Experience of line management.	with individuals or leaders. • Experience of communicating and managing volunteers.
Skills and abilities	• Excellent relationship building skills and the ability to engage with senior figures. • Highly professional with exceptional interpersonal skills and the ability to support, motivate and inspire confidence with colleagues and a range of external and internal stakeholders. • Excellent written and verbal communications skills and the ability to create and clearly convey complex ideas and information in a compelling fashion. • Ability to persuade, influence and negotiate. • Public speaking ability. • Ability to record, analyse and present financial data in a clear and accurate format. • Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income.	
Knowledge and understanding	• A proven, creative approach to income generation. • Understanding of GDPR, data protection law and email privacy/security regulations.	• Understanding of the structure of the UK Protestant church. • Understanding of the theologies of giving.

	• Understand the delivery of charity appeals.	
Disposition	• Confident, relational and outgoing in high level contexts. • A self-starter with an analytical approach and forward-thinking. • Focused, decisive problem-solver. • Proactive in reviewing own performance, improvement and development. • Calm and self-aware under pressure. • Flexible and adaptable.	
Other	• A committed and practising Christian committed to CMS's values and aims • Able to travel across the UK including weekend/evening commitments with a minimum two days per week at our Oxford office. • A full UK driver's licence. • Compliance with CMS's safeguarding policy and subject to pre-employment checks, signed self-declaration and basic disclosure may be requested.	

Terms and conditions

National Church Engagement Manager

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade G of the CMS salary scales; £45,830 per annum with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

   Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.
5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to 60% of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Three months' written notice on either side is required for the termination of the appointment after the probationary period.
8. **Time off in Lieu (TOIL):** For attendance at events TOIL will be given for weekend and evening working.

How to apply

Church Mission Society is working exclusively with Charisma Charity Recruitment.

Expressions of interest should be submitted through the Charisma website, and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, including the genuine occupational requirement to be a practicing Christian. Please also describe any potential conflicts of interest.

If you would like an informal conversation, please contact Nick Thomas, Senior Consultant of Charisma Charity Recruitment, at info@charismarecruitment.co.uk or on 01962 813300. Applications should be submitted through the Charisma website, including your CV and a supporting statement.

We welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law.

**This post is subject to an Occupational Requirement that the postholder is a practising Christian, under Part 1 of Schedule 9 to the Equality Act 2010, and all applicants must be wholeheartedly committed to the aims, ethos and values of Church Mission Society.*

Charisma is committed to inclusive and accessible recruitment processes. If you have any reasonable adjustments or wish to apply for this role under the Disability Confident Scheme, please contact our Operations Teams on info@charismarecruitment.co.uk. Charisma will ensure all candidates who disclose that they wish to apply under the Disability Confident Scheme and that meet the minimum criteria for the role will receive an opportunity to interview with the Charisma Consultant representing the vacancy.

Key dates:

- **Closing date:** Tuesday 1 December
- **Charisma vetting interviews will be completed on a rolling basis and must be completed by:** Thursday 3 December
- **In person interviews with CMS:** Monday 14 December