

Christian Funders’ Forum Coordinator

Role Description and Recruitment Pack



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The Christian Funders' Forum (CFF) supports Christian grant-making trusts and foundations, based across the UK, to work effectively together to contribute towards the shared mission to live and share Christ's love.

CFF provides opportunities for members to share, showcase, learn & work together to increase the reach and impact of their grant-making and philanthropy.

Currently a 'secretariat' function has been provided voluntarily by the member who holds the Chair position.

This newly created Coordinator role marks a new chapter in the development of the CFF, as the members seek to bring in additional capacity to sustain and grow the network.

With thanks to Stewardship, a member of the forum, we are now looking to appoint a Coordinator who, in conjunction with the Chair of CFF, can oversee the day to day running of forum activities, arrange forum gatherings, and formalise our membership structure and benefits moving forward.

If you have the passion, energy and entrepreneurial spirit to be our first co-ordinator, we welcome your application for this role.

Suzie O'Brien

Chair, Christian Funder's Forum
& Trustee, Bishop Radford Trust

Stewardship

Active generosity

Stewardship has been a proud member of the Christian Funders' Forum for many years, finding great value in the opportunities it gives to network, interact and learn from other funders with a shared passion to advance the Christian faith in their areas of interest.

The forum is an informal network, currently totalling 50 members, whose combined discretionary grant-making to Christian mission in the UK and overseas totals more than £70 million each year.

The membership consists mainly of Trust Executives or trustees of Christian grant-making trusts, and has grown from small, informal 'lunch and learn' groups into a regular programme of meetings, an online member's discussion group, and organised events, including a showcase of Christian grant-making at the House of Lords this October.

With thanks to funding from a number of network partners, we are thrilled to be able to make this new CFF Coordinator role possible. You will be employed by Stewardship, with all the usual benefits and resources, and a great wider team of colleagues, while focussing solely on supporting and growing the forum.

If you're a gifted administrator, love organising events, and have the boldness and confidence to pioneer this new role, then we would love to hear from you.

Daniel Jones

Chief Purpose Officer, Stewardship

Role overview

Title:	Christian Funders Forum (CFF) Coordinator
Hours:	Part time, 16 hours per week, flexible working (ideally 4 hours per day).
Contract:	Two-year fixed term initially.
Location:	Hybrid, with options to work from Stewardship's offices (1 Lamb's Passage, London, EC1Y 8AB), or other CFF Member's offices as required.
Reports to:	Chief Purpose Officer, Stewardship (Member of CFF)
Salary:	£16,000 p.a. for 16 hours per week. (FTE is £35k p.a.)
Closing Date:	Thursday 31st October 2024

We are looking for an experienced coordinator with excellent relationship skills to continue to knit together and grow the membership of the Christian Funders' Forum to enable the group to deliver on its mission to live and share Christ's love through supporting each other and serving the Christian charitable sector.

The ideal candidate will possess that special blend of administrative, digital, and social media expertise alongside the interpersonal skills needed to champion a positive, engaging membership culture to foster learning, sharing and collaboration.

You'll be responsible for communication with members from both the Chairs and Executive CFF groups to coordinate meetings, ad-hoc training, and networking events.

You will keep the intranet hub content rich and the website up to date to nurture the membership community.

Why this position is important to us

This newly created Secretariat role marks a new chapter in the development of the CFF, which started as a small, informal 'lunch and learn' group and has grown into a network of 50+ funder members. With this level of growth and increased engagement, there is a need to bring additional capacity to the CFF to future-proof it and allow it to run sustainably.

The role will be responsible for working with the Chair to welcome new members and engage existing members from both groups to ensure that the goals of the CFF are being delivered. With excellent coordination of the group, we believe there is an opportunity to further develop the role of the CFF, to increase the strength and impact that Christian funders can have and, looking more broadly and strategically, how the forum can be a positive voice in the Third Sector space.

Up until now, the Secretariat role has been fulfilled voluntarily by the member funder that holds the Chair position. We recognise that this critical role now needs to be formally resourced and have committed resources to make this possible. Members of the forum have generously committed to fund this role for the next two years, allowing Stewardship to commit to hiring the position and providing the necessary infrastructure and support to make it a success. Forum members have also provisionally approved a membership fee structure to ensure this role can be resourced for the long term and the CFF has adequate finances to grow in a planned and sustainable manner.

The impact you will have in this role

The scope for impact in this role is vast! This is an exciting time to be part of the CFF. This role enables the smooth running of both groups, which in turn will allow for the group's potential to be further tapped, which you will have an opportunity to feed into. There have been examples of collaborations and shared learning within the group which can be built on, and there will be more opportunities like this to follow. Working closely with the Chairs of both groups, your opinions, ideas, and challenges will be heard and valued as we continue to develop the remit of the CFF. You will help to garner opinions and feedback from members, integrate insights from the sector into strategic planning and monitor member engagement to guide the planning. An entrepreneurial spirit would be an asset in navigating the space, with a wider team of Stewardship colleagues ready and waiting to cheer you on and help CFF to thrive.

Job detail

Overview

The Coordinator role is multifaceted, operating to shape, nurture and develop the work of the Christian Funders' Forum (CFF). There is a core load of important administrative and event organising involved that are the basis of what the role requires.

Main responsibilities

To include, but not limited to:

Providing secretariat support to the Forum

Work closely with the Chair of the Forum and provide all of the necessary administrative and operational support to run day to day activities.

Coordination of 3 hybrid meetings a year for the CFF, and 2 in-person meetings a year for a separate group representing the Chairs of our members.

Arrange ad-hoc webinars, training, residential and networking events, keeping attendance and budget spreadsheets up to date and liaising with all relevant stakeholders.

Being proactive and quick to respond to requests from members.

The CFF offers a safe, trusted space for Christian funders, as coordinator of this group, this space must be honoured and protected for members so that a positive, trusting community is harnessed. The Coordinator also acts as a gatekeeper for the group managing interest and enquiries from beneficiaries who want to get access to funder information.

As a member of the Stewardship team you will be expected to adhere to all GDPR policies and practices, and understand the additional nuance and requirements that will be necessary to handle data and information shared by members of the forum.

Fostering community and building engagement within the CFF:

The role offers exposure to a wide range of Christian funders at the Executive and Chair level, which brings a huge amount of interest, variety, and also different challenges to the role. This role is placed in the centre of forum activities allowing you to get to know all of the members and learn about their giving priorities, structure and set-up. Through understanding the differences and similarities within the groups, you can decipher where there may be crossover in approach and interest in collaboration. By adding rich content to the intranet hub, you also give members the opportunity to pick up news from the sector which they can respond to.

Growing the membership of the CFF:

Raising the profile of the CFF more broadly through social media, events, the CFF website and other channels, such as participation and in turn, spreading the word about CFF in other network groups, generates interest from new perspective members.

The Coordinator and Chair interview new prospective members to check they are a good fit for the group and if appropriate arrange the onboarding.

Reaching out to prospective new members proactively or in response to a recommendation from an existing member is also part of the work.

CFF Sustainability and futureproofing.

To cover the CFF running costs and the Coordinator role the forum members have agreed that we should move to a membership model, with each trust paying an appropriate fee to be involved.

The specific arrangements for this will need to be co-created by members, with the Coordinator taking the lead in how best to implement a scheme, roll it out and encourage take up. This will involve working closely with Stewardship colleagues in the finance team to agree how funds will be collected and accounted for and working through the detail of membership agreements and similar.

There are other potential income streams which may bring more funding to the group, which in turn could allow us to do more together, which might also be explored longer term. There is potential to explore event sponsorship, and many members are also willing and interested to fund specific activities that benefit the forum.

(Note: In order to create time for a membership fee to be introduced a number of members have committed funds to cover the running costs of the forum, and the Coordinator salary, for the next two years)

Drive strategic impact and monitoring of membership size, activity and satisfaction.

In liaison with the Chair, this role can seek out ongoing opportunities that members might be keen to add their name or funds to, which would result in a collective CFF response. Recent examples include the Warm Welcome campaign, which was a response to the Cost-of-Living Crisis.

Keeping up-to-date data on the size and activity of the group allows us to monitor the impact of the CFF e.g., tracking the number of members, the size of the total Christian grant giving, size of collective assets under-investment, amount of membership activity on the hub, membership participation at events etc. There may be other opportunities beyond this, for example collecting feedback from members. Looking at shared research projects, data collection and analysis and feedback from beneficiaries (Christian charities and churches) on the role of the CFF would be another way of looking at the overall impact.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- Excellent administrative skills.
- Ability to build and maintain strong relationships with members of the forum, with a friendly, confident and collaborative approach.
- You should be a motivated self-starter, able to work independently and prioritise tasks.
- You should be comfortable working under pressure to challenging deadlines, able to adapt to rapidly changing situations and workloads, be well organised and able to multi-task.
- Ability to organise own time to ensure tasks are completed.
- Good written and oral communication skills are key.
- Ability to manage the planning and accurate minute-taking for multiple meetings.
- IT literate with a good working knowledge of all Microsoft Office products.
- An eye for detail to ensure records are accurate.
- Flexible and resilient approach to shifting priorities.
- You should be a motivated self-starter, able to work independently, and prioritising tasks. You should be comfortable working under pressure to challenging deadlines, able to adapt to rapidly changing situations and workloads, be well organised and able to multi-task.
- You should be willing to offer your perspective and able to challenge constructively where required.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Excellent administrative and co-ordinating skills.	✓	
Minute taking and reporting	✓	
Budgeting and monitoring finances	✓	
Solid knowledge of all Microsoft 365 packages	✓	
Demonstrate good interpersonal skills	✓	
Website management, proficient with digital and social media	✓	
Strategic thinking and future planning	✓	
Event management experience	✓	
Communication and presentation skills	✓	
Entrepreneurial flair		✓
Experience in maintaining governance/policies		✓
Experience in coordinating networks or membership communities		✓
Experience of grant making or funding within the charity sector		✓

Working for Stewardship

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation or requirements of the Christian Funders' Forum.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or travel to other forum members' offices, as needed.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply for this role



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.

Please note: Your personal details and application will be shared with a small group of representatives of the Christian Funders' Forum, including the Forum Chair, as part of the shortlisting and appointment process.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk

Appendices:

What does the day to day of our volunteer coordinator currently look like?

Networking & Learning Events, Task Forces & Collaboration Initiatives

- Plan and promote each online and in-person event and carry out all aspects of organisation and liaison to ensure each activity is moved forward in a timely fashion (approximately 3 meetings pa. 5 webinars and one annual awards/networking event).
- Canvas and suggest ideas for speakers/ topic themes, and ensure each speaker is well briefed by telephone or Zoom. You will be expected to act as a gatekeeper for the group only inviting relevant and appropriate Individuals to connect with the Chairs of each group.
- Set up the booking (administration) page and Zoom link for each event and send final details to attendees a few days before each event.
- Arrange room bookings, refreshments, and associated administration for each event.
- Ensure the CFF and CAC Chair as appropriate are kept informed on the progress of each activity, including planning meetings with the Chairs when necessary.
- Write up event/activity summary notes when needed and circulate these with speaker presentations, recordings of the session and any other useful information. Also, add to the <https://christianfundersforum.org> hub event page before the event.
- Work with and oversee the annual event steering group team to organise and facilitate one major annual evening event per year.

PR & Communication (including CFF hub and website).




- Collate content (resources, news, appeals, research, job etc) and upload to the hub for weekly newsletter/digest with sector updates, which will generally also incorporate CFF events, webinars and meeting information.
- Take part in other Funders Forums and CFF working groups (Scottish Funders Forum, Horizon group) when possible and regularly liaise with relevant contacts.
- Update and maintain the website and hub <https://christianfundersforum.org> regularly (in line with the member's cheat sheet) and ensure annual hosting and security is maintained with Brash Solutions.
- When requested, provide information on CFF work and speak at events/take part in Zooms to promote the work of the organisation.
- Keep Twitter/ LinkedIn / Social media pages up-to-date and accept invitations to connect with relevant contacts. Develop social media policy and strategy for longer term vision.
- Ensure the database is kept up-to-date and regularly add new contacts, set up new members on the hub and provide relevant training.
- Implement and manage the ongoing membership fee subscription. Monitor CFF budget and research new potential income streams (e.g. sponsorship).
- Create, and maintain up-to-date induction and training materials for new members.

Organisation Governance & Financial Management:

- Plan 3 CFF meetings a year and prepare all necessary support material.
- Record and maintain official records of minutes and supporting documents.
- Issue annual requests for financial members' contributions and log participants.
- Monitor, record and file incoming and outgoing costs, make payments to vendors in a timely fashion.
- Work with the Chairs on drafting policies (where necessary).
- Provide the CFF Chair with a quarterly Co-ordinator activity update.

About the Christian Funders’ Forum

The Christian Funders’ Forum supports Christian grant-making trusts and foundations, based across the UK, to work effectively together to contribute towards the shared mission to live and share Christ’s love. The CFF started as a small informal funder group in 2014 with the vision to collaborate as Christian funders, and has now grown to 50 members, whose combined giving to Christian mission in the UK and overseas totals more than £70 million each year.

 <p>Provide Peer Support</p> <ul style="list-style-type: none"> • To network, encourage and provide peer support to Christian Grantmakers and philanthropists 	 <p>Learn, Share & Shape</p> <ul style="list-style-type: none"> • To learn from each other, sharing, shaping and encouraging best practice in grant-making and philanthropy
 <p>Work Together</p> <ul style="list-style-type: none"> • To work together wherever that is possible, sharing resources, commissioning research, considering match-funding, or promoting Christian projects. 	 <p>Showcasing great work</p> <ul style="list-style-type: none"> • Pioneering and high-impact work is shared within the membership so it can be celebrated, supported, and replicated where possible.

Our 2023/4 activities included:	Significant milestones since 2014
<p>3 hybrid member meetings (Jan, June, October), with guest speakers on Youth, Impact and evaluation measurement.</p> <p>Chairs group meetings x 2 – April, September.</p> <p>Learning webinars x 6.</p> <p>CFF Member Intranet Hub Refresh</p> <p>CFF social gathering event – 120 pax, Bateaux London, 26 September.</p> <p>Collaborative work – The Big Give, Warm Welcome.</p> <p>Development of ‘Showcase CFF Event’ concept and strategy, with planned event at House of Lords on 10th October, 2024.</p>	<p>Set up the Chairs Advisory Council (CAC) to complement the Executive level CFF.</p> <p>Annual CFF event to recognize and ‘shine a light’ on Christian work were set up in 2015. 3-year gap due to Covid. Last CFF event was in 2023.</p> <p>CFF Intranet ‘Hub’ introduced in 2020 – designed to allow for ongoing funder communication and sharing of events, news, appeals, resources, research etc. between meetings.</p> <p>CFF Collaborations – The Big Give (7 funders), Warm Welcome (5 funders).</p> <p>CFF and CAC Guidelines for operation – written in 2023 in response to the growth of CFF membership.</p>

About Stewardship

Big or small. First or last. Given or received. We make every gift count.

We're a place where connection happens - where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love Him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our mission, vision and values

We help Christians be the best stewards of the resources God gives them.

Our vision is a thriving Kingdom economy where God's people steward resources generously to advance the Gospel.

We exist to serve Christians called to faithfully steward their personal, professional or ministry resources for God's glory.

At our core, as believers in Jesus Christ, are the biblical values of:



Generosity
expressed with
Joy



Relationship
strengthened with
Understanding



Integrity
demonstrated with
Justice



Service
delivered with
Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today we help over 30,000 Christians experience the joy of being 'actively generous', supporting over 4,000 churches, 2,300 Christian workers and 6,000 charities.

Our methods have changed, but our mission remains the same.