

# Head of Technical and Consulting

Role Description and Recruitment Pack



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## Role overview

<b>Title:</b>	Head of Technical and Consulting
<b>Hours:</b>	35 hours per week
<b>Contract:</b>	Permanent
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB. There is some flexibility to work remotely, although you must be able to work in the office at least one day per week, or as the organisation requires.
<b>Reports to:</b>	Chief Customer Officer
<b>Salary:</b>	£65,000 per annum
<b>Closing Date:</b>	9am on 28 <sup>th</sup> April 2025

## Why this position is important to us

This is a central role at Stewardship. As the Head of Technical and Consulting, you will lead a specialist team to deliver our consultancy, training and charity formation services, ensuring that we continue to deliver highly valuable expertise and knowledge to our church and charity partners.

This role forms part of Stewardship's Leadership Team, collaborating closely with members of the Leadership Team and the other professional services teams to help safeguard the financial and governance reputation of God's Church.

Generosity should be joyful, and yet it can often feel burdensome because of the necessary administration that surrounds financial giving. By attentively and diligently serving our clients, you will be helping to release more joyful generosity in the UK Church and beyond.

## The impact you will have in this role

You will be able to utilise your strong technical expertise, experience and knowledge of the church and charity sector to powerfully serve the Church.

This leader will be enthusiastic about serving Stewardship's mission and will prize excellence in financial leadership and governance. In addition to serving churches and Christian charities, the role will also include developing relationships with external stakeholders, including regulatory bodies and consultants, and providing technical advice in wider Stewardship services and operations.

## Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

## Our vision, mission and values

Our vision is a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

# Job detail

## Main responsibilities

### Leadership & Team Development

- Provide strategic and operational oversight of the delivery of Stewardship's Consultancy Helpline, Training and Charity Formation Services and line manage the individuals responsible for service delivery in these areas.
- Lead and inspire the Technical and Consulting team, fostering a culture of excellence and service to our stakeholders.
- Mentor team members to enhance skills and professional development, ensuring high performance and job satisfaction.
- Reporting into and supporting the Chief Customer Officer in strategy, reporting, performance management and budgeting.

### Strategic Partnering and Stakeholder Management

- Lead and position Stewardship as a leading centre of excellence in Christian charity consultancy and governance advisory services, continuing to raise our profile and building relationships and partnerships to scale and leverage our expertise.
- Develop partnerships and collaboration with organisations active in supporting and facilitating governance for churches and Christian charities, such as Anglican dioceses, Baptist Union bodies, church leader network organisations and leading church planting and growth catalysts, as well as training organisations and theological colleges. Also lead on relationships with organisations such as the Charity Finance Group, the Institute of Chartered Accountants in England and Wales, the Association for Church Accountants and Treasurers, UK Church Administrators Network and similar organisations.
- Lead on Stewardship's engagement with regulators overseeing our clients and partners in the charity governance space, including responding to technical and legislative consultations. These regulators include, but are not limited to, HMRC's Charity Tax Forum, working groups of the Charity Commission and other government bodies such as HM Treasury, the Department of Media, Culture and Sport and the Cabinet Office where it pertains to the interests of our church and charity partners, and our perspective as a charity serving other charities.
- Surface opportunities to collaborate with other parts of our professional services offerings to help our partners grow and be strengthened for the Kingdom through additional Stewardship solutions.

## Service Delivery & Growth

- Provide technical help and advice to Consultancy Helpline subscribers and other Stewardship clients as needed, ensuring clients receive an excellent service which complies with our Service Level Agreements.
- Develop and implement a growth strategy for Stewardship's Technical and Consultancy Services, including operating models that enable scalability of services.
- Maintain and develop relationships with partners in delivering our services, such as external consultants involved in the Consultancy Helpline and Charity Formation services, and developing relationships to scale these services with new client groups.
- Work with the Head of Compliance & Risk, Head of Legal and other relevant leaders as part of the Technical Team to provide technical advice to other Stewardship teams, e.g. Lending, Philanthropy, Individual Partners and our mainstream services, including in the areas of charity governance, Gift Aid, accounting, risk assessment and church and charity leadership matters.
- Develop a strategy for improving and broadening our service offering in the Consultancy Helpline and Charity Formation spaces, adjacent to our other service offerings.
- Oversee ongoing implementation of measures to ensure compliance with regulatory regimes such as anti-money laundering regulations, in conjunction with Stewardship's Compliance team, and ensure overall compliance with requirements of professional bodies within the Technical and Consultancy space, as appropriate.

## Training & resources

- Oversee Stewardship's technical and governance-related content strategy and plan.
- Foresee areas where 'thought leadership' may be required to disseminate good advice and best practice to churches and Christian ministries.
- Present and speak at conferences and training events for denominations, colleges, networks on behalf of Stewardship.
- Develop our training offering to trustees, treasurers and church leaders, and lead in trustee training sessions and technical webinars, such as the Lunchtime Dial-Ins.
- Write resources such as briefing papers and blogs for publication on Stewardship's website and in email newsletters and printed publications.

## 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.

- 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.
- You are values-driven and servant-hearted. Ensuring that the 'way we do things' is as important as 'what we do', modelling our values and creating an environment where everyone belongs, is empowered, valued and listened to.
- You have a formal accounting qualification (e.g. ACA, ACCA, ACIE or other equivalent charity specialist finance, legal or governance) or experience in professional accountancy roles at a senior level.
- You have an excellent understanding of the charity finance landscape, including regulatory and governance frameworks, as well as a strong understanding of the key issues that face Christian churches and charities in particular.
- You will be a strategic thinker with commercial mindset to running a team, always seeking to identify areas for improvement to our service and offerings and able to devise and implement processes to achieve goals. Proven experience of initiating services and project delivery.
- You are able to adapt to changing financial and professional practices and the values that underpin good financial stewardship in an organisation, balancing legal compliance and biblical practice in a way that is relevant to the client organisations we work with.
- You are already involved in leadership in a church or Christian ministry and/or Trusteeship, with a strong understanding of church finances and enjoy working with Christian church leaders/charity trustees.
- You are a good communicator, able to make the complex simple and easy to understand. This will include experience in providing advice, orally and in writing, assessing limits of professional knowledge and the ability to explain the risks of misunderstanding advice provided, and a willingness to engage in public presentations.
- You will love to lead your team, motivating them to understand how their role fits with the mission of Stewardship, encouraging them to excel, coaching them to develop their skills, and modelling leadership, also being willing to 'muck in' yourself where needed.
- You are able to see issues through the eyes of others and work with those who are serving in areas in which they are not naturally skilled.

## Desired skills and experience

Skills and experience	Essential	Desirable
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You will meet our Occupational Requirement to be a practising 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.	✓	
You have a formal accounting qualification (e.g. ACA, ACCA, ACIE or other equivalent charity specialist finance, legal or governance) or experience in professional accountancy roles at a senior level.	✓	
Experience of senior leadership within the charity sector. With experience of leading and implementing strategies, working at a strategic level across an organisation.		✓
You are involved in leadership in a church or Christian ministry.		✓
Experience of developing and delivering training.		✓
Excellent customer service, with prior experience of working with Christian charities and churches.	✓	
Up to date knowledge and experience of applying relevant UK charity legislation, best practice and emerging trends.	✓	
Experience in providing advice, orally and in writing.	✓	
Experience in public speaking/presentations.		✓
You have excellent time-management skills, being able to work well under pressure and prioritise tasks under rapidly changing circumstances.	✓	
You have strong IT skills and are comfortable learning new software.	✓	
Creative, flexible and innovative, able to find solutions within an ever-changing environment and competing priorities.	✓	
Proven experience of initiating services and project delivery.		✓
You have a passion for Biblical training and awareness of the UK theological landscape.		✓
You have a general understanding of the UK charity sector including compliance and legal aspects around Gift Aid, grant-making, Data Protection, anti-money laundering and safeguarding.	✓	
You think innovatively and exhibit creative problem solving.	✓	



# 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.

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## Q. How much Annual Leave do you offer?

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

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## 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.

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## 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 1 day per week.

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## 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](http://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.



## 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](mailto:careers@stewardship.org.uk)

### Stewardship

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