

## Church Fundraising and Volunteering Manager

Thank you for your enquiry in response to our recent advertisement for the above post.

Please find below:

- **Job Description and Person Specification**
- **Outline Terms of Employment**

USPG has just undertaken a strategic review. Please look at the News section of our website at <http://uspglive.org.uk/> to gain a good understanding of our current work.

Applicants will be shortlisted according to how well they meet the criteria in the person specification. Please explain on the application form how you meet the criteria.

**Completed applications must be received by 12 noon on Wednesday 30 January 2019.**

**Interviews will take place in London on Thursday 7 February 2019.**

You will be informed by email if you are shortlisted to attend.

I look forward to receiving your application.

**Kathy McLeish**

**Resources Manager**

Direct Line: 020 7921 2202

Email: [kathym@uspg.org.uk](mailto:kathym@uspg.org.uk)

**Church Fundraising and Volunteering Manager**

**£35,980**

**One year contract. Full time – 35 hours per week**

**Based in London**

USPG works across the Anglican Communion with local churches to Rethink Mission, Energise Church and Community and Champion Justice.

USPG has developed a new organisational fundraising strategy in which this role is central. The post is a maternity cover at a time of change and growth in USPG's approach to fundraising. We are looking for a dynamic, enthusiastic fundraiser with great people skills to implement the new strategy with churches and communities, through a growing network of volunteers.

**To apply, please complete the application form and return to Kathy McLeish at [kathym@uspg.org.uk](mailto:kathym@uspg.org.uk)**

**Completed applications must be received by 12 noon on Wednesday 30 January 2019.**

**Interviews will take place in London on Thursday 7 February 2019.**

**Registered charity number 234518**

**USPG VALUES**

**We are faithful:** We seek to be faithful to the call of Jesus Christ and to our vocation to serve the churches and communities of the Anglican Communion in mission since our foundation in 1701.

**We are radical:** We seek to respond to the challenge of working for the Kingdom of God. In pursuit of that radically inclusive vision, we are willing to ask questions, to take risks and to reflect theologically on our broken world, and upon our own work as we seek to challenge injustice.

**We stand in solidarity:** We seek to participate in God's mission in solidarity with those from our partner churches in ways that cherish and honour their dignity and agency as they give voice to their response to God's call in the life of their churches, communities and nations.

**We respect context:** We seek to work across cultures for the benefit of all people, regardless of ethnicity, gender, sexuality, disability, age or beliefs. We recognise that this commitment involves humility, and a willingness to learn and be changed.

## Job Description

<b>Job Title:</b>	<b>Church Fundraising and Volunteering Manager</b>
<b>Responsible to:</b>	<b>Director for Mission Engagement</b>
<b>Grade:</b>	<b>3</b>
<b>Salary:</b>	<b>£35,980</b>
<b>Location:</b>	<b>5 Trinity Street, London SE1</b>
<b>Hours of work:</b>	<b>One-year contract. Full time – 35 hours per week.</b> Requirement to work evenings and weekends as necessary, with time off in lieu. Significant amount of travel in Britain.

### Background:

USPG has developed a new organisational fundraising strategy in which this role is central. The post is a maternity cover at a time of change and growth in USPG's approach to fundraising. We are looking for a dynamic, enthusiastic fundraiser with great people skills to implement the new strategy with churches and communities, through a growing network of volunteers.

### Job Purpose:

To implement and develop the USPG Fundraising and Stewardship Strategy with a particular focus on churches and volunteers. To continue to develop a community of USPG volunteers primarily based in Britain and Ireland and to support them in raising the profile of USPG and encouraging active stewardship in support of world-wide mission. The post holder will promote best practice in fundraising for staff and volunteers, provide resources and information - equipping and supporting donors and volunteers, through a series of Regional Days. The post holder will support volunteers as they speak to groups and in churches, represent USPG at parish and diocesan level, attend events and raise money for USPG.

This post is based within the Mission Engagement Team alongside others who work closely with Dioceses and individual churches in supporter care and profile-raising, but the post holder will be expected to work in close collaboration with individuals across the whole organization. The post will enjoy working in a fast-paced environment with shifting priorities. This post offers the opportunity to play a key role in developing church fundraising and building key relationships with churches and volunteers in Britain and Ireland.

### Strategic responsibilities:

- To develop the Church Stewardship and Volunteering Strategy to increase gifts from churches currently supporting USPG; to engage new churches and supporters; and to re-engage churches whose support has lapsed.
- To work strategically with colleagues to ensure that volunteers are recruited, trained, resourced and deployed effectively, particularly for fundraising purposes.
- To plan and deliver a series of Regional Days and volunteer training sessions to enthuse, inform and inspire current volunteers and donors and attract new supporters.

### Operational responsibilities:

- To generate approaches to supporting churches that increase their financial commitment to USPG.
- To promote the USPG speaker programme to churches to deepen their engagement with USPG and increase their support.
- To develop the formation of volunteer clusters in key dioceses across the country in order to increase church engagement locally.
- To confidently present USPG's case for support to churches and other community groups; and support and train volunteers to share the key messages.
- To work in close collaboration with other members of the Mission Engagement Team and with the Supporter Care Team to ensure an integrated approach to USPG's work with supporters and volunteers; to consolidate and extend our supporter base; and, to encourage current supporters to deepen their engagement with the life of USPG.
- To support the current body of USPG volunteers as they share our vision and encourage support for the work we do in churches. Provide ongoing training, regular advice, information and support, through a monthly e-newsletter.
- To engage with, support and integrate a community of returned overseas volunteers primarily from the Journey With Us and Expanding Horizons programmes.
- To take responsibility for the budget relating to church fundraising and volunteering.
- To record information about all contacts and our engagement with volunteers and supporters on the organisational database in a timely manner.
- To keep up to date with legislation, policy and good practice with regard to fundraising and volunteering, and to ensure adherence to this.

### Resources:

- To develop and maintain up-to-date resources for volunteers and supporters to enable them to fundraise effectively, including briefings on fundraising/seasonal campaigns and template talks and presentations depicting our work.
- To gather stories and images from the fundraising activities of USPG supporting churches and volunteers in Britain and Ireland to encourage further support and engagement.
- To be involved in the production and distribution of promotional material that encourages support for worldwide mission through USPG.

### Other:

- To undertake public speaking engagements on behalf of USPG, which may include speaking in church services and other meetings.
- To undertake other duties as agreed with the line-manager, particularly those arising from the implementation of the Church Stewardship and Volunteering Strategy.

## Person Specification

This form shows which criteria are essential and which are desirable for the job. They have been ticked as appropriate.

**E** = essential criteria. The job cannot be done without them.

**D** = desirable criteria can help the job to be done more effectively.

<b>Experience and Background</b>	<b>E</b>	<b>D</b>
Educated to degree-level standard	●	
Significant experience of church and/or community fundraising	●	
Evidence of achieving income targets	●	
Good knowledge of fundraising best practice	●	
Experience of influencing and inspiring support from churches, communities and individuals	●	
Significant experience of working in direct, face to face contact with volunteers and supporters	●	
Experience of developing and implementing a fundraising strategy	●	
Demonstrable experience of fundraising which has yielded tangible results	●	

<b>Skills and Abilities</b>	<b>E</b>	<b>D</b>
A people-person with excellent inter-personal skills	●	
A confident public speaker and facilitator	●	
Excellent team building skills	●	
Very good verbal and written communication skills – articulate and fluent in English	●	
Ability to think and act strategically and implement work programmes to achieve tangible results	●	
Self-motivated and able to manage own time and workload	●	
Confidence and sensitivity to address issues with volunteers		●
A positive, problem-solving approach with regard to challenges	●	
IT skills – proficient in Word, Excel, Outlook and Power point	●	
Database skills including data inputting, querying and reporting	●	

<b>Knowledge and Understanding</b>	<b>E</b>	<b>D</b>
Knowledge of developing new resources, such as leaflets, briefings or PowerPoint presentations		●
A good knowledge of the Christian Church in Britain and Ireland and in particular the Anglican Church	●	
An understanding of the relationship between faith and fundraising in a Christian charity context	●	
An understanding of the principles of supporter care in retaining and developing supporters	●	
Understanding of issues faced by faith-based organisations working internationally		●
Knowledge of fundraising and volunteering legislation and policy		●
Familiar with social media such as Twitter and Facebook		●

<b>General</b>	<b>E</b>	<b>D</b>
In full sympathy with and committed to the Christian ethos of USPG, and with a clear understanding of the relationship between faith and giving	●	
A practising Christian comfortable with speaking in church in the context of worship.	●	
Willing to work unsocial hours including occasional evenings and weekends	●	
Able to travel in the UK to promote the work of USPG	●	

# Outline Terms of Employment



## Church Fundraising and Volunteering Manager

The following information is provided as a guideline for candidates and is not contractual:

1. The post is based at our headquarters in London.
2. The commencing annual salary will be £35,980 inclusive of London Allowance.
3. The contract is for one year (12 months), full time, 35 hours per week.
4. There is a 4 week probationary period, during which the appointment may be terminated by one week notice on either side.
5. Normal office hours are 9am to 5pm with one hour for lunch. A system of flexitime is in operation. With a requirement to work evenings and weekends as necessary, with time off in lieu. Significant amount of travel in Britain.
6. Attendance at an annual residential conference will be required.
7. Annual leave entitlement will be 25 days in a full 12 months (pro rata for part year) plus Bank Holidays.
8. Membership of a workplace pension scheme is available with a minimum employee contribution of 3% of salary; the employer will contribute 8%.

\*\*\*\*\*

**Completed applications should be submitted to Kathy McLeish at: [kathym@uspg.org.uk](mailto:kathym@uspg.org.uk) by 12 noon on Wednesday 30 January 2019.**

Or post to: **Kathy McLeish  
USPG  
1<sup>st</sup> Floor, Mary Sumner House  
24 Tufton Street  
London  
SW1P 3RB**