

Churches & Volunteers Officer (London and the South East)

Job Description

Location: Home based with a minimum of four days a month in All We Can's London office, or as agreed. We hence expect the successful candidate to live within reasonable travel distance of London.

Purpose:

- To increase the number, support and activity of All We Can's volunteers (local co-ordinators and speakers) and build and maintain effective relationships with church organisations to increase financial support for All We Can from London and the South East
- To organise All We Can's presence at key events around Britain, in order to enhance the profile and financial support of All We Can.
- To enhance All We Can's Major Donor relationships

Responsible to: Churches and Volunteers Manager

Relationships:

Internal:

- 1) All We Can staff
- 2) All We Can trustees
- 3) Office volunteers

External:

- 1) Donors, supporters, and potential supporters, including ministers and representatives of churches, Methodist Circuits and Districts, and other church organisations and networks
- 2) All We Can Volunteer Speakers, Co-ordinators, and Partner Church coordinators
- 3) All We Can partners in the UK and world-wide
- 4) Event organisers
- 5) Design and print suppliers

Main tasks and responsibilities

1. Increasing the support and impact of volunteer Co-ordinators and Partner Church Co-ordinators

- a) Develop relationships with Co-ordinators and Partner Church Co-ordinators in London and the South East, encouraging churches with Co-ordinators to become All We Can Partner Churches
- b) Ensure the appropriate support and training is provided to Co-ordinators and Partner Church Co-ordinators to equip them in their role

- c) Increase the number of Co-ordinators and Partner Church Co-ordinators in London and the South East
- d) Increase the income from churches with a Co-ordinator and All We Can Partner Churches in London and the South East

2. Church relationships

- a) Cultivate relationships with key churches, church networks/organisations and individual contacts, with a particular focus on London and the South East
- b) Manage, facilitate and grow All We Can's relationship and engagement with major donor churches and churches with the most potential to be major donor churches within London and the South East
- c) Support and recruit churches to become All We Can Partner Churches and facilitate, manage, and maximise these relationships within London and the South East

3. Increasing the impact of the speakers scheme

- a) Invest in training and resourcing of volunteer Speakers within London and the South East
- b) Increase the number of volunteer Speakers within London and the South East
- c) Grow the number of speaking engagements in London and the South East in order to have an All We Can presence in District Synods, Circuit events, local preacher meetings, churches, and other such meetings within wider church networks/other denominations as appropriate, to increase the associated income from the region
- d) Work with the Churches and Volunteers team to ensure the processes and practices used to support the volunteer Speakers programme are effective
- e) Identify key events and opportunities and organise the appropriate Speaker at events in London and the South East
- f) Work with the Churches and Volunteers team to effectively promote the Speakers' scheme in order to maximise the number of speaking engagements delivered and income returned from them
- g) Work with the Churches and Volunteers team to collate and create resources for use by Speakers and All We Can staff at events and in presentations which integrate appropriate theological and international development themes, and train people in using them

4. Major donor relationships

- a) Support the Head of Fundraising and Marketing and colleagues across the team in delivering events, and other initiatives, and cultivate relationships with individual major donor supporters and other key stakeholders
- b) Support the organisation and delivery of major donor events including booking venues, speakers, and managing the logistics etc.
- c) Identify potential individual major donors from within London and South Eastern church networks, working with colleagues across the fundraising and marketing team to cultivate them into long term All We Can supporters

5. Resources

- a) Work alongside colleagues to identify and maximise media opportunities which relate to your areas of responsibility, with a particular focus on Christian and local media in London and the South East

- b) Tailor resources and communications including presentations, to audiences such as All We Can Partner Churches and interest groups to engage them in the work of All We Can
- c) Write, update and develop designated areas of the All We Can website

6. Represent All We Can

- a) Raise awareness about All We Can with churches and groups of supporters or potential supporters and in the media as required, including making presentations, speaking in services, leading worship and running workshops and Bible studies
- b) Co-ordinate All We Can's presence at identified conferences, events and exhibitions
- c) Organise periodic training days, supporter conferences and roadshow events in conjunction with the rest of the team
- d) Represent All We Can in relevant networks, meetings and conferences

7. Other

- a) In conjunction with the Churches and Volunteers Manager, contribute to the development of strategies, systems and practices to ensure that All We Can has an effective, coherent and integrated approach to supporter relationships and communications amongst Methodist congregations and the wider Christian community, which sustains and optimises the involvement and support of individual and organisational contacts with All We Can at all levels
- b) Work with the Head of Fundraising and other colleagues to implement a legacy marketing strategy to churches and individuals in London and the South East
- c) Liaise with the Programmes and Partnerships Team to ensure good information sharing in order to enhance the delivery and implementation of fundraising and supporter relations activities
- d) Make occasional visits to overseas partners to gather communications materials or accompany key supporters
- e) Attend staff meetings, Trustee meetings, Fundraising and Marketing team meetings and other meetings as appropriate
- f) Any other reasonable duty consistent with the responsibilities of the post as requested by your manager, the Head of Fundraising and Marketing, or a member of the All We Can Senior Leadership Team

8. Corporate responsibilities

- a) Ensure familiarity with and adhere to All We Can's policies and procedures and keep informed of all cross departmental activities
- b) A commitment to All We Can's vision, mission and values, and accepting of its identity as an international development and relief organisation actively engaged with the Methodist Church
- c) A commitment to All We Can's strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development

Terms and Conditions

Term of Appointment: Permanent position.

Occupational requirement: There is an occupational requirement for the post holder to be a practising Christian in accordance with the Equality Act 2010: Part 1, Schedule 9.

Hours of Work: The normal hours of work will be 7 hours a day (35 hours per week) . Flexibility in working hours is required due to the frequency of evening and weekend work. On average this will be two evenings a week and two weekends a month, which may peak during certain seasons, and occasional overseas travel. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

Starting salary: £28,000

Holiday Entitlement: 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year.

Other Benefits: Life Assurance, Childcare Vouchers, Cycle to Work Scheme and Employee Assistance Programme

Sick Pay: Entitlement in accordance with All We Can's terms and conditions of employment.

Pension: All We Can operates a defined contribution pension scheme, with a minimum contribution of 6% employer and 3% employee, that all employees are eligible to join. Full details will be provided at the commencement of employment.

Probationary Period: Appointments are made subject to the satisfactory completion of a probationary period, normally six months.

DBS (Disclosure and Barring Service): The appointment is subject to a Disclosure and Barring check, please see application form for full details.

Season Ticket: Season ticket loans are available after the satisfactory completion of the probationary period.

Health and Safety: The post holder will be subject to the All We Can's Health and Safety policy.

Equal Opportunities: The post holder will be subject to the All We Can's Equal Opportunities policy.

Physical Conditions: A risk assessment will be made to ensure an appropriate home working environment is in place.

Person specification

Attributes	Essential	Desirable	Method of Assessment
Education and training	Educated to A-level standard or equivalent	University degree or equivalent Postgraduate or vocational qualification in relevant subject (e.g. theology, volunteer management, international development, fundraising, marketing)	A & Q
Proven abilities	Proven ability in a volunteer management or community fundraising role for a charity or church	Experience in delivering training	A & I
	Ability to build strong relationships with supporters, church leaders, and volunteers to achieve specific aims		A & I
	Understanding of the principles behind remote volunteer management	Experience of supporting volunteers at a distance	A & I
	Ability to plan and manage time effectively, and prioritise a range of demanding tasks		A, I & W
	Ability to work remotely and independently and to be self-motivated		A & I
	Experience of working at events to achieve specific outcomes	Experience in event management and oversight	A & I
	Ability to tailor the presentation of information in the right way for different church and other audiences		A, I, & P
	Ability to strategise and work to targets		A & I
Knowledge and skills	Excellent public speaking and presentation skills		A, I, P
	Ability to use Biblical and theological concepts in a church worship context and lead church services and/or worship creatively	Methodist local preacher or equivalent	A, I, P
	Excellent written communication skills		A, W
		Understanding of global development issues	A, I, P, W

	An understanding of local church life	Knowledge of the Methodist Church in Britain and other denominations	A & I
	Computer skills to include Microsoft Word and Powerpoint	Competent user of supporter databases, spreadsheet packages and website content management systems	A, I, P, W
Qualities and attributes	Commitment to All We Can's vision, mission and values, and accepting of its identity as an international development, relief and advocacy organisation actively engaged with the Methodist Church.	Sensitive to the complexities of cross-cultural communication, and able to relate to partners in developing countries	A & I
	A commitment to All We Can's strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development		A & I
	Can demonstrate a practising Christian faith as per the occupational requirement for the post holder in accordance with the Equality Act 2010: Part 1, Schedule 9		A & I
	Facilities and space to work from home		A & I
	Willingness to work an average of two evenings a week and two weekends a month, with increase over peak seasons, and undertake occasional travel to developing countries		A & I
	Willingness to travel across the UK and into All We Can's London office around four times a month	To hold a full driving licence	A & I

Method of Assessment: A – Application form, I – Interview, W – Written exercise, P – Presentation, Q – proof of qualification (certificates or transcripts)