



Job Description

The Welcome Directory
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JOB TITLE:	Communications and Fundraising Officer
LOCATION:	Home based and occasionally at the London Office of The Welcome Directory, 27 Tavistock Square, London, WC1H 9HH
ACCOUNTABLE TO:	Project Manager
KEY RELATIONSHIPS:	The Welcome Directory staff, Supporters, Registered Faith Communities, Existing and Potential Donors, Prison Chaplaincy, Media contacts, Prisons Week contacts
CONTRACT TYPE:	Fixed Term (for 12 months from start of contract)
WORKING HOURS:	Part Time (2.5 Days per week/ 20 Hours)
SALARY:	£24,600 pro rata (£12,300pa based on hours worked)

JOB SUMMARY:

The post holder will develop engagement and funds from donors and ensure communications with all key stakeholders, including the engagement of new faith communities.

This will include, but may not be limited to:

- Ensuring the implementation of the communications strategy, in line with the operational development of The Welcome Directory, including:
 - Maintaining and developing The Welcome Directory website, social media, and seeking out new communications engagement opportunities
 - Effectively communicating with stakeholders, including the development and dissemination of a quarterly newsletter and an annual review involving impact analysis
 - The development of articles based on stories from Faith Communities and Prison Leavers about their experiences of welcome and journeys beyond the prison gates, in collaboration with the wider TWD staff team
 - Developing content for the production of a promotional video(s)



- Maintaining, identifying and developing key relationships with donors of The Welcome Directory (including institutional, corporate, individual), successfully raising funds
- Developing grant proposal narratives for donor applications, in collaboration with the Project Manager
- Supporting the preparation and delivery of the Prisons Awareness Course, in collaboration with the Project Manager, including monitoring and evaluation of the course
- Developing and adapting content for the annual production of the physical directory, including updating registration details of faith communities
- From time to time, you may be required to undertake additional activities which are appropriate to the development nature of this role as required by your line manager.

PERSON SPECIFICATION:

The post is open to any person with experience of charity communications and fundraising with recent or ongoing experience of the resettlement of offenders. The ideal post holder will be able to demonstrate a high level of awareness of the resettlement issues faced by those leaving prisons as understood by Prison Chaplains.

Essential

Personal Attributes:	Supportive of the faith-based ethos and purposes of the organisation Ability to work collaboratively and flexibly Self-directing with capacity to prioritise Ability to meet deadlines
Education:	Educated to at least an undergraduate diploma level
Skills/Aptitudes:	Advanced written and oral communication skills Proven ability to engage with donors in order to achieve financial support Ability to relate well to people of all faiths Analytical skills IT skills to an Advanced level, including Mail Merge and use of technology such as Zoom
Experience/ Knowledge:	Writing successful funding bids for charity Media communications, including social media and web management Social networking in a corporate setting



	Understanding of resettlement issues faced by those leaving prison
Circumstances:	Willingness and ability to travel, with occasional overnight stays
<u>Desirable</u>	
Personal Attributes:	Commitment to their own faith and the life of their faith community
Education:	Degree and/ or Higher Degree
Experience/ Knowledge:	Prison Chaplaincy structures and the justice system Faith and Denominational structures and hierarchies Working within a multi-faith team Working with / alongside Multi-Faith Prison Chaplaincy Working with / alongside those in leadership in Faith Communities

GENERAL CONDITIONS:

Equality of opportunity, and diversity

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts of The Welcome Directory. The Welcome Directory as an employing body values the richness which this equal treatment brings to the workplace. It therefore has an equal opportunities approach in place which not only requires the employer to fulfil certain obligations but also places responsibilities on staff. Staff found to be behaving in a way that contravenes this approach will be subject to disciplinary action, which could lead to dismissal.

The Welcome Directory is committed to implement the terms of all relevant Diversity legislation and to improving opportunities for people safeguarded by the protected characteristics.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of a body representative of Faith Communities and as professionals, whatever their job.

It is important that all members of staff always present a neat and tidy appearance. The post holder will be expected to model this to all staff and stakeholders. The general appearance should help convey a professional and efficient



approach to work. Whilst not wishing to impose unreasonable obligations on staff, The Welcome Directory nonetheless expects you to look smart in appearance at all times while representing the organisation.

In this post, any action that would exclude the holder from access to prison will disqualify them from this employment.

It is a condition of employment that the post holder is in possession of a recent and valid DBS certificate

Health and Safety Responsibilities

Staff must ensure that they do not endanger themselves or others by any act or omission on their part, in line with the Safeguarding policy.

Home-working staff must ensure that they are mindful of health and safety responsibilities in their work place.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager or the trustees, in line with the Data Protection policy.

TERMS OF EMPLOYMENT:

<i>General:</i>	The post is to be home-based. Travel expenses as required for the successful development of the project may be claimed and suitable equipment for fulfilling the job will be provided.
<i>Salary:</i>	Salary will be £12,300 pa based on 20Hrs per week
<i>Pensions</i>	As the employer, The Welcome Directory pays National Insurance contributions under the 'not-contracted-out' contributions scheme and all members of staff not in a pension scheme are required to join one. The Welcome Directory will, during the term of the post, contribute 5% of salary.
<i>Hours of Duty:</i>	Normal hours of work are 20 hours per week, equivalent 2.5 days, excluding an hour's unpaid break for lunch.
<i>Annual Leave:</i>	10 days paid leave per year exclusive of public and additional holidays (the latter on a pro rata basis).



Contract:

The post is offered on a fixed term basis for 12 months from commencement of contract and is subject to a 3-month probationary period.

Whilst this role is fixed term, there may be the potential to extend where funding permits.