



Job Description

The Welcome Directory
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JOB TITLE:	Communications and Fundraising Officer
LOCATION:	Home based
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 (until December 2022) with potential to extend subject to funding
WORKING HOURS:	Part Time (Flexible, between 20 – 30 hours per week, depending on candidate preference)
SALARY:	£24,500 pro rata (between £12,250 - £18,375 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
- Engaging and developing relationships with 'Prisons Week'
- 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

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

To apply for this job, please apply via the CharityJob website, including a cover letter detailing how you meet the person specification and why you want to work for The Welcome Directory. The Welcome Directory will be scheduling interviews as applications come in.