



Fundraising and Communications Officer role profile

Reports to:	Chief Executive Officer
Direct reports:	None
Location/s:	Emmaus Oxford, 171 Oxford Road, OX4 2ES and other locations as required (remote working will be considered)
Responsible for:	Developing community and events fundraising and delivering key pieces of fundraising communications.
Term:	Fixed term for 12 months starting March 2021
Hours:	35 hrs a week
Salary:	Oxford Living Wage (£10.21 per hour in March rising to £10.31 an hour from April 2021) which equates to £18,747 gross salary.

Overall Purpose of the Job

Over the last three years Emmaus Oxford has increased its fundraising activities by developing and implementing a fundraising strategy focussed on charitable trusts and individual donors. We've significantly increased our overall income and now we are looking for a Fundraising and Communications Officer to help us to further increase our income from community and events fundraising and support and develop our donor communications.

We are looking for a candidate who is interested in working in the charity sector and contributing to social change. This role will involve building up some knowledge of all main types of fundraising activity, so it will be an excellent introduction to fundraising and communications within the charitable sector.

This post is subject to successful funding from the Time to Shine Leadership Programme in partnership with The Rank Foundation, The National Lottery Community fund and The Department of Digital, Culture, Media and Sport. To qualify the successful applicant must be currently unemployed or under-employed. If successful at a first interview with Emmaus Oxford in January 2021, the applicant will need to attend a second interview with the Rank Foundation in February.

Emmaus Oxford is a small organisation, so we need an individual who can show initiative and flexibility. This role will involve working with Emmaus

companions – people who used to be homeless – as well as donors and volunteers. Performance targets will be set in agreement with the Chief Executive and the Head of Fundraising.

We particularly welcome applicants with any personal connection to homelessness or lived experience of being homeless or vulnerably-housed.

Main Duties and Responsibilities

Main responsibilities and duties will include;

- Reviewing our programme of fundraising events and suggesting new ideas
- Pitching ideas for fundraising events and setting SMART targets
- Organising and running fundraising events, including virtual events
- Managing our relationships with community organisations - this may involve making presentations.
- Assisting with existing fundraising campaigns such as the Big Give.
- Preparing donor communications such as our annual report and gathering materials for our quarterly newsletters
- Organising mailings of these key donor communications
- Updating our donor database as required
- Contributing to our wider social media strategy
- Leading on fundraising communications by social media
- Assisting with other areas of fundraising such as research, applications and reports on organisations and individuals as required
- Attending leadership days and conferences run by the Rank Foundation as required.
- Working with the Head of Fundraising to evaluate and develop Emmaus Oxford's fundraising strategy.

Fundraising and Communications Officer Person Specification

<u>Essential</u>	<u>Desirable</u>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Good general education 	<p><u>Education:</u></p> <ul style="list-style-type: none"> • Educated to A Level or equivalent
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • High standard of IT skills including, WORD, EXCEL, Outlook • Excellent written and verbal communication skills • High level of literacy and numeracy • Time management skills • Attention to detail • Experience of using social media platforms including Facebook, Twitter and Instagram. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Experience of using social media in a professional setting. • Working with a CRM database of any kind. • Using platforms such as MailChimp to send out mass mailings. • Giving presentations in any setting.

<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Customer-facing / retail work in any setting. • Experience of organising and running events of any kind 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Working in a social enterprise or not for profit organisation • Charity retail experience • Working with vulnerable people • Working as part of a small team
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • An interest in homelessness 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Knowledge of homelessness organisations and social enterprises • Ability to define and maintain professional boundaries when working with vulnerable people.
<p><u>Other (essential):</u></p> <ul style="list-style-type: none"> • Sympathy with the Emmaus ethos, including a belief in the potential of each individual and an empowering approach • Ability to work flexibly as part of a team and also independently. • Commitment to Equal Opportunities, diversity, inclusion and anti-discriminatory practices. • Enthusiastic and can-do attitude. • Honest, trustworthy, reliable. 	
<p><u>About Time to Shine</u></p> <p>Attendance of the Rank Foundation's leadership programme is an integral part of this 12-month job opportunity. 15 days will be allocated to personal and professional development.</p> <p>You can find out more about the programme by visiting: https://rankfoundation.com/engaged-philanthropy/time-to-shine/</p>	