**Fundraising and Communications Officer – details for applicants**

1. **Application process**

Please carefully read the job advert, job profile and person specification. These

documents and other information about the project can be requested by emailing:

[hannahhutchings@emmausoxford.org](mailto:hannahhutchings@emmausoxford.org)

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| 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 you would like to apply then please complete the Application form and send this to:

[hannahhutchings@emmausoxford.org](mailto:hannahhutchings@emmausoxford.org) by the deadline below.

We would prefer applications by email if possible and will conduct all correspondence by email unless you request otherwise. If you experience difficulties downloading the appropriate documents do call Hannah on 07557 282649, Monday to Thursday.

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| **Please do not send CVs and instead use the Emmaus application form to apply** |

You may also, if you wish, complete and send the Equal Opportunities Monitoring

Form to us. This is anonymous, entirely voluntary and does not form part of the

assessment process.

**The deadline for applications is: 5pm on Friday 22 January 2021.**

1. **Timeline**

Short-listed candidates will be informed by the end of January and invited to a first stage interview. Depending on the number of applicants we may not be able to contact applicants to say that they have not been shortlisted. We invite questions from candidates, the assessment process is two way so you will be deciding if Emmaus Oxford is right for you, as well as the other way around.

This job position is funded by the Rank Foundation. There will therefore be a second round interview with the Rank Foundation between 1 – 12 February 2021 for the selected candidate at the first stage.

We are asking the successful candidate to be ready to start work in March 2021. This is a 12 month fixed term contract which is scheduled to end in March 2022.

1. **About Time to Shine**

Time to Shine aims to enable individuals with the right skills mix, talent and work ethic, the opportunity to experience a 12-month paid leadership and development placement in a charity. The programme aims to develop capacity and bring about sustainable improvements to the charity’s performance whilst boosting employment prospects and building interest in career opportunities within the social sector.

Attendance of the Rank Foundation’s Time to Shine leadership programme is an integral part of this 12-month job opportunity. 15 days will be allocated to personal and professional development.

The leadership programme incorporates personal development activities for both the Time to Shine (T2S) leader and the line manager, requiring attendance at residential events. The T2S leader will attend Action Learning sets throughout the year and can benefit from additional support provided by an experienced mentor from within the Rank network. Both line manager and T2S leader will have access to RankNet, Rank’s online network, providing further training and development opportunities and sector support.

You can find out more about the programme by visiting: <https://rankfoundation.com/engaged-philanthropy/time-to-shine/>

Emmaus Oxford follows an Equal Opportunities Policy which is available on request.

1. **DBS [Disclosure and Barring Service] checks**

As Emmaus Oxford works with adults who may have care and support needs, if you are offered the post this it may be subject to us making an enhanced DBS check. It is a requirement of the position that you consent to us making this check and that the results are acceptable to us. If you do have a record of any criminal convictions [spent or unspent], cautions, reprimands, or final warnings you will need to advise us of this before we make the check [and there is space on the application form for this]. Previous convictions will not necessarily exclude you from being accepted for the position.

1. **Basic terms and conditions**

Full and more detailed terms and conditions of employment will be discussed and agreed with the successful applicant at the point that they are offered the job.

This position is offered at 35 hrs a week. It is remunerated at Oxford Living Wage (£10.21 per hour), which equates to £18,582 per annum.

This role will be based at Emmaus Oxford, 171 Oxford Road, OX4 2ES and other locations as required. Remote working will be considered, but we would expect the successful candidate to be within easy travelling distance of our office.