

Job Description

Job Title:	Communications & Fundraising Officer
Location:	Boaz Trust, 1 st floor, 110 Oldham Rd, Ancoats, Manchester M4 6AG.
Salary:	£17,500 per annum (£7,000 p.a pro-rata)
Hours of work:	Part-time 15 hours per week minimum, worked on a flexible basis. Occasional evening and weekend work may be required.
Holidays:	Pro-rata on 25 days per annum, plus 8 statutory / bank holidays.
Benefits:	Pension scheme and travel expenses.
Responsible to:	The Director.
Contract length:	Minimum 1 year: renewable, subject to available finance. Period of notice 1 month.
Probation period:	6 months.

Job Summary:

In accordance with the Christian ethos and values of the Boaz Trust and under the guidance of the Director,

- To develop and deliver a fundraising programme that will secure income for the Trust in line with its budget
- To maintain and develop communications with Boaz supporters and donors
- To promote sympathetic publicity and representations of refused asylum-seekers in the media

Duties and Responsibilities:

1. To prepare and submit funding applications to grant-making bodies, under the guidance of the Director
2. To research and monitor the external funding environment and identify additional funding opportunities
3. To organise an annual programme of fundraising events and activities

4. To liaise with fundraising partners and agencies over marketing and corporate sponsorship
5. To liaise with the media over the work of the Trust, issuing press releases and actively seeking out opportunities for positive press coverage
6. To maintain and develop the donor and supporter databases and mailing lists
7. To manage communications to beneficiaries, supporters and media, including by (e)newsletters and (e)mailings
8. To organise monthly prayer meetings and compile the monthly prayer points sheet and mailing
9. To keep the Boaz website updated
10. To be part of the events management team, including participation in Boaz roadshows, conferences and prayer meetings.
11. To undertake any other duties that may from time to time be required by the Director or trustees.

This job will be subject to regular appraisal.