

The Nehemiah Project

Fundraising & Communications Officer

Hours	17.5 hours a week
Reports To	Development Director
Place of Work	South London-based office, and working from home
Salary	£27,566 pro rata, with contributory pension

The Nehemiah Project is a Registered Charity providing a home and support for vulnerable men with a history of addiction, crime and homelessness.

This exciting role is new, and we are looking to appoint an enthusiastic, self-motivated and proactive Fundraising and Communications Officer who can demonstrate a real passion for fundraising, and who can make a tangible contribution to increasing the Charity's funding position. We require someone who understands the nature of what we do, and can empathise with the vulnerable men we support.

The role

Fundraising is an integral focus of income generation for the Charity and this post will contribute towards delivering the Fundraising Strategy for the Charity.

Communications is a key component of this role as the successful applicant will contribute towards delivering the Charity's Communications Strategy, including its social media profile, publications and contribute towards the production of its promotional materials.

- To take responsibility for producing The Nehemiah Project's external communications
- Raise awareness of The Nehemiah Project's brand, services and reputation
- Contribute towards fundraising targets

Experience of fundraising, database and website management is essential. Please see job description for more information.

Interview Date: Candidates will be interviewed at the earliest convenience

For more information contact Lois Ravenscroft

lois.ravenscroft@tnp.org.uk

07903 868840

Please send your CV and/or application form to Tracey.Thomas@tnp.org.uk

Person description

Experience & knowledge	Essential	Desirable
Demonstrable experience in fundraising and communications	√	
Experience in charity fundraising over a range of methods	√	
Experience in working with internal and external stakeholders in a collaborative way		
Experience in using a wide range of communication methods including web-based work including website maintenance, development and social media	√	
An understanding of storytelling that inspires action	√	
Understanding of marketing		√
Experience/knowledge of grant/trust applications		√
Proven successful experience in fundraising or a sales environment generating significant income		√
Experience in organising and coordinating events		√
Skills		
Good IT skills with a range of IT packages	√	
A good communicator with the ability to build relationships with a variety of people	√	
High level of analytical and written skill – fluent in written and spoken English with strong presentation and persuasion skills	√	
Able to work to targets, plans and budgets	√	
Ability to plan and manage your own time and workload	√	
Ability to network	√	
Excellent presentation skills	√	
Other		
Understanding and commitment to Equality and Diversity	√	
Understanding and commitment to the work of The Nehemiah Project	√	
Willingness to work occasional evenings and weekends as required	√	