

Administration & Fundraising Officer, Loughborough United Reformed Church Job Description.

Loughborough United Reformed Church believe in the love of God expressed through the life, death and resurrection of Jesus, coming alive in the actions of love-shaping communities.

We seek to express our life together around six core values; Inviting, Including, Involving, Invoking, Investing, Inspiring.

We are looking for an Administration & Fundraising Officer who shares our values and ethos and can bring their own organisational, marketing and fund-seeking skills to work with Elders/Trustees and Congregation. They will provide the administration for the Community Centre, market the Centre, maintain business with current building users, generate new business and make funding applications to support the Centre's use by groups without access to funding.

Key Responsibilities:

1. **Marketing the Community Centre** in the local community, making bookings for rooms and maintaining the lettings diary. Liaising with user groups and Trustees/Elders
2. **Fundraising Bid Writing**
 - a. Lead on research, preparation, writing and submission of grant application materials in collaboration with Trustees
 - b. Identify local, regional and national grant making bodies.
 - c. Report on funder requirements, crafting narratives and financial reports.
 - d. Creating reports as required in response to funders requirements.
3. **Administering the use of the Centre by church and community.** Maintaining the diary, liaising with contractors, checking inventory and ordering supplies as needed.
4. **Providing assistance** to the Treasurer, ensuring that all records, reports and financial statements are accurate and updated as necessary and held securely. Creating separate financial records for Centre activities from Church activities. Ensuring invoices and raising purchase orders are done in a timely manner.
5. **Communications**
 - a. To manage and maintain the website in respect to the Community Centre

- b. To create and update Social Media Accounts to promote and tell our story
 - c. Maintain a database of case studies, photos and evidence to promote the Centre and for fundraising bids
 - d. Produce and send a monthly newsletter of all activities to internal and external users
6. An **ability to work flexibly and with volunteer office staff** to ensure that the office continues to run effectively when the post-holder needs to concentrate on marketing or bid-writing.
7. To **work with and build a relationship with community centre user groups** by providing support as required based on the needs of the groups and being available when on site.
8. **Ensure records and communications are compliant** in terms of GDPR and Safeguarding.

Experience & Skills

see below.

A DBS check will be required

Location:

This role will be based in the Office at Loughborough United Reformed Church. Whilst much of it could be done from home, the role also involves being in the building and being available to current and potential building users.

Hours:

15 hours per week, worked across 3 or 4 days as agreed with Elders/Trustees.

Salary:

£14.30hrs per hour - 15 hrs per week = £11154 pa with annual pay review.
Includes 4 weeks paid holiday (60 hours)

Length of Contract

This post will be funded for 3 years from Church resources and Synod Grant. In order for it to extend beyond 3 years, the Community Centre needs to be providing enough income to be self-sustaining. That income should come from a mix of building users who are paying rent to make use of the facilities, and funding applications that allow us to make the facilities available to groups that either would not be able to otherwise use the building, or that meet our own mission objectives.

In three years time we would hope to be able to extend the post and employ an outreach worker/CRCW alongside this post. Part of the funding for that post will be evidenced from the work that is being carried out within and from the Church building.

Equal Opportunities:

The United Reformed Church believes that all people are created in God's image and are loved by God. We intend in spirit and in deed to promote equality of opportunity and diversity in all spheres of the church's activity and we are committed to behaving as an equal opportunity organisation, acknowledging that people are called to be diverse and lively, inclusive and flexible through the sharing of the Gospel. Loughborough United Reformed Church endorses and supports this denominational commitment.

The main office that this post-holder would work from is accessible by someone with mobility issues. There are a couple of areas of the building that might be tricky to access, but doing so is not essential in this role. If there are other accommodations that you may require then please ask during the recruitment process.

Closing dates for applications is Thursday 13 June 2024 and should be by email to loughboroughhurc@gmail.com setting out the ways you meet the job description and including two references.

If you would like an informal conversation then please contact our Minister, Craig Muir, 07483 107735

Interviews will be during the week commencing 24th June. If this would not be possible please let us know when applying.

Experience & Skills

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● GCSE – English and Maths ● High standard of English for public communication 	<ul style="list-style-type: none"> ● Educated to A Level or equivalent, or higher. ● Qualification in administration
Experience	<ul style="list-style-type: none"> ● Marketing ● Social media & website ● Excellent administration skills and attention to detail ● Proficient with Word processing and spreadsheet software 	<ul style="list-style-type: none"> ● Experience using databases ● Experience of the United Reformed Church, or experience in a similar role in the Charity/voluntary sector ● Previous administrative and financial experience ● Writing Funding applications
Skills & Abilities	<ul style="list-style-type: none"> ● Excellent communicator, in English, ability to communicate confidently, clearly and diplomatically with a wide range of people ● Good organisational skills: ability to plan, organise, prioritise ● Attention to detail ● Proactive, shows initiative ● Ability to manage work and multi-task ● Self-starter, self-disciplined 	<ul style="list-style-type: none"> ● Willingness to learn new skills and gain experience
Personal Qualities	<ul style="list-style-type: none"> ● Flexible ● Positive, friendly attitude ● Team player ● Committed to and willing to work within LURC's values and ethos 	<ul style="list-style-type: none"> ● In sympathy with Christian faith