

Anglican Communion Office – Fundraising and Projects Assistant

Job Description

Reporting to: All ACO staff are under the overall leadership and direction of the Secretary General. The Fundraising and Projects Assistant will be managed by the Director for Finance and Resources.

Job purpose

- To undertake trust fundraising activity for the Anglican Communion institutions, specifically seeking funding for projects of the Anglican Consultative Council, the Anglican Alliance and the Lambeth Conference 2020; to maximise income and meet financial targets
- To undertake projects to support the role of the Chief Operating Officer (and others in ACO departments) which are appropriate and agreed in advance with the Director for Finance and Resources.

Key responsibilities – fundraising

- To make funding applications to generate income for the Anglican Consultative Council, the Anglican Alliance and the Lambeth Conference 2020.
- To assist in the development and implementation of annual plans and budgets in trust fundraising - planning, controlling and monitoring expenditure as appropriate, and managing income and other KPIs against targets, providing regular revised projections.
- To analyse all aspects of trust fundraising performance reporting and utilise the results to improve practice.
- To initiate research into trusts with potential to support Anglican institutions, and play a leading role in research and intelligence of potential support, ensuring detailed understanding of the inter-relationships of individuals, trusts and foundations.
- To develop and maintain relationships with grant making trusts, ensuring good practice in contact strategies, reporting and communications.
- To support the delivery of bespoke partner events involving trust contacts as appropriate.
- To maintain a comprehensive understanding of Anglican Communion affairs to inform the process of researching and communicating with trusts.
- To keep up to date on developments and trends in trust giving.
- To keep up to date and comply with fundraising, data protection and other relevant legislation and codes of practice and good standards.

Key responsibilities – projects

- To support the Chief Operating Officer through research and operational projects, including specifically:

- To undertake administrative tasks related to provincial contributions.
- To undertake desk-based research on issues being addressed by the Chief Operating Officer (and/or others) and present these with a high degree of accuracy and in an appropriate format.

Key responsibilities – other

- To represent the Anglican Communion at key events and activities relevant to the role.
- To undertake any other tasks reasonably required.

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Person Specification

Qualifications, knowledge and experience

- Degree or similar qualification, or be able to demonstrate relevant professional experience and qualifications
- Experience of working in a complex organisation with multiple stakeholders
- Understanding of Christian church activity, Anglican Communion affairs and international and development issues – or good evidence of ability to operate in new fields of activity
- Understanding and knowledge of the UK funding environment and good practice
- Experience of undertaking desk-based research, assimilating information, and presenting it to a high level of excellence
- Experience in bid writing and of developing funding proposals and donor reports that are both professional and creative
- Experience in planning and budgeting, analysing and reporting on donor activity and outcomes
- Interest in current affairs at the international level

Skills and Abilities

- Confident networker and representative, capable of delivering a compelling case for support
- Systematic in planning and executing strategies to engage, develop and maximise funding from individual trusts, including managing prospect pipelines.
- Well developed and rounded co-ordination skills, capable of maximising the contribution of support staff and volunteers
- Excellent communications skills verbal and written
- Well organised with attention to detail
- Fully IT literate
- Attentive, pro-active and self-motivated, with ability to prioritise competing priorities and tasks;
- Ability to maintain a high degree of confidentiality.
- Proactive and able to use initiative.

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Be prepared and able to travel throughout the Anglican Communion and elsewhere on occasion
- Willing and able to travel and to work evenings and weekends as required
- Must be able to demonstrate the right to live and work in the United Kingdom

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Background Information

About the Anglican Communion Office

The Anglican Communion Office is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. The Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020.

About trust fundraising

Most of the income of the Anglican Communion comes from contributions from the 40 Anglican Provinces. Fundraising from grant making trusts and foundations had been an irregular feature of previous income and remains underdeveloped. A programme of increased focus on trust fundraising commenced in spring 2018 and good work has been done to implement an active fundraising campaign. There is significant potential to increase income from UK trusts and foundations.

This aspect of the role (approximately 60% full time) will service the trust fundraising needs of the Anglican Communion, The Anglican Alliance and the Lambeth Conference 2020.

The Trust Fundraiser will be managed by the Director for Finance and Resources, and will also support the Chief Operating Officer, who has significant experience leading and directing fundraising in the UK voluntary sector.

About projects

The Chief Operating Officer is involved in all aspects of the work of the ACO and provides direct support to the Secretary General. The COO has a particular responsibility for serving the Instruments of Communion. His role includes significant projects and a large amount of report writing.

This aspect of the role (approximately 40% full time) will focus on supporting the Chief Operating Officer in researching and drafting reports on a wide variety of subjects from global Anglican Communion matters to aspects of improving the function of the ACO.

Other Information

This role may require some national and international travel. All travel for ACO staff is undertaken on the most cost-effective basis possible.

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are Respect, Trust, Hospitality, Humility and Openness.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

Terms of employment

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| Salary: | c.£25,000 |
| Pension Contributions: | Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%. |
| Hours: | Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post. |
| Annual Leave: | 30 days paid leave per leave year. The leave year runs from 1 January to 31 December. |
| Season Ticket Loan: | Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work. |
| Contract: | The post is offered on a permanent contract, subject to a six month probationary period. |

Application process

Applications are invited from suitably qualified persons. The application should include a full CV, and a supporting statement explaining why the applicant is interested in the role and the organisation. Please also supply the names of two referees (references will not be taken up until later in the application process).

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

Closing date: Closing date for receipt of applications is Friday 3rd May.

Interviews: Interviews are planned for the week commencing Monday 13th May.