

All Souls Church, Langham Place  
 2 All Souls Place, London W1B 3DA  
 Tel: 020 7580 6029  
 Website: www.allsouls.org



**Role Outline:**

Job Title: Communications and Fundraising Lead Tamar  
 Band: £28571.24 includes LA pro rata  
 Department: Serve the City - Tamar  
 Location: All Souls, Langham Place  
 Hours: 2.5 days per week (flexible hours to be agreed may include evenings and weekends; to include attendance at Monday staff meetings)  
 Contract: 2 year fixed term appointment  
 Reports to: Head of Tamar  
 Annual Leave: 25 days pro rata

**Key Relationships:**

Line managed by:

- Head of Tamar

Other key relationships:

- Tamar staff and volunteers, All Souls Admin/support team, serve the city staff and external agencies

**Job Summary:**

- Create and implement an annual communications and fundraising plan for Tamar to support ministry strategy objectives, setting out key messaging for the year
- Manage all communication between Tamar and its donors and supporters
- Under the guidance of the Head of Tamar, undertake fundraising activities
- With additional support, run events for external stakeholders and manage all associated logistics, including volunteer recruitment and management, venue requirements etc.
- Work with the Head of Tamar to prepare updates and presentations
- Manage the marketing and fundraising volunteer team and source any additional expertise required to implement the communications and fundraising plan
- Liaise with Serve the City (StC) fundraising personnel and collaborate as required
- Act as a representative of Tamar and All Souls as required

**Person Specification:**

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
<i>Education/Qualifications</i>	<ul style="list-style-type: none"> <li>• Graduate or equivalent knowledge and experience</li> </ul>	
<i>Experience and Proven Skills</i>	<ul style="list-style-type: none"> <li>• Proven experience of planning and delivering communications and fundraising plans to deliver objectives</li> <li>• Understanding and experience of a range of communication strategies</li> <li>• Ability to communicate effectively both orally and in writing to people from a variety of</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing experience</li> <li>• Event management</li> <li>• Handling media enquiries - Journalists</li> </ul>



	<p>cultural background</p> <ul style="list-style-type: none"> <li>● Good administrative and organisational skills</li> <li>● Ability to relate to a wide range of people</li> <li>● Excellent interpersonal skills and pastoral experience</li> <li>● Strong team leadership skills with experience of managing volunteers.</li> <li>● IT &amp; word processing skills (Microsoft, Apple, Google docs)</li> </ul>	
<p><i>Personal Qualities</i></p>	<ul style="list-style-type: none"> <li>● Totally committed to the evangelical Christian stance and mission of All Souls Church</li> <li>● Proactive, with the ability to draw out the gifts of others and delegate</li> <li>● Excellent organisational and time management skills which demonstrate a structured approach with attention to detail, and an ability to prioritise and use initiative to balance the various demands of the job.</li> <li>● Resilient, with an ability to handle pressurised situations with calm, tact and wisdom</li> <li>● A hard worker with a servant-hearted</li> <li>● A customer service focus</li> <li>● A flexible team player</li> </ul>	

**Outline of role:**

Overall operational oversight

- Under the Head of Tamar, create and implement a communications and fundraising plan that support ministry strategy objectives
- Plan and manage key messaging for all external Tamar communications
- Manage and run all communication and fundraising activities for Tamar
- Liaise closely with the Head of Tamar regarding planning as well as day to day activities

Communications

- Undertake regular communications to inform and retain existing individual and corporate donors and supporters
- Undertake communications to attract new donors and supporters e.g. preparing and delivering presentations to individuals; corporates; church groups
- Manage and undertake individual donor communications as required, such as follow-ups to say thank you etc.
- Support internal Tamar communications with volunteers as required

Fundraising

- Under the guidance of the Head of Tamar, plan and undertake fundraising activities
- Work and liaise with StC fundraiser for support with fundraising and grant application opportunities
- Liaise with any future project teams for individual project grant applications



#### Event management

- With additional support, plan and deliver profile-raising events that attract donors and new volunteers
- Run events for external stakeholders and manage all associated logistics, including managing all volunteers required, liaising with the venue etc.

#### Presentations, updates and marketing collateral

- Plan and manage all Tamar messaging, working closely with the Head of Tamar
- Prepare progress reports to update and retain existing grant funders
- Prepare reports for other key communications, such as to the StC board
- Support the Head of Tamar to plan and create collateral for presentations
- Undertake presentations as required
- Manage the creation of new marketing tools e.g. survivor story films
- Manage the website to communicate key relevant messages

#### Information management

- Manage BT donate website and donor database (future)
- Ensure data protection policies are adhered to at all times regarding communications
- Respond to information requests from a donors and potential donors

#### People management

- Manage the marketing volunteer team
- Source and manage any other support required to implement the annual communications and fundraising plan

#### Other

- Support Head of Tamar in other areas of the ministry as needed.
- Liaise and collaborate with other All Souls parish staff, StC personnel, and other StC ministries as required
- Participate in StC and All Souls staff meetings and processes as required
- Attend All Souls staff meetings as required.