

JOB DESCRIPTION

Summary job details

Job title:	Church Engagement Team Coordinator
Contract basis:	Permanent/full-time (36.5 hours per week)
Reporting to:	Church Engagement Manager
Team:	Church Engagement team
Cluster:	Fundraising
Salary:	£28,500 per annum
Job Band:	5

Job description

Purpose:

To provide administration and co-ordination support to Embrace's Church Engagement team to help identify, build and develop relationships with Embrace's supporter-base of UK churches and church groups such that more give, pray, advocate and volunteer.

Key responsibilities:

1. Support the retention, development and reactivation of church relationships through the co-ordination of pro-active engagement and excellent communication via email, in writing and telephone with key church contacts, volunteers and representatives of congregations.
2. Support Embrace's Church Engagement strategy to increase engagement from congregations from the breadth of UK churches, by communicating effectively and sensitively with supporters from a wide range of church traditions.
3. Help to foster wider and deeper affinity / solidarity between Christians in the UK and Christians in the Middle East by promoting fundraising and advocacy actions to supporting churches; and to help to engage prospective churches.
4. To support the Charity in every way possible to fulfil its vision and charitable aims.

Key Tasks:

- 1) **To support the retention, development and reactivation of church relationships through the co-ordination of pro-active engagement and excellent communication via email, in writing and telephone communications with key church contacts, volunteers and representatives of congregations**
 - In collaboration with colleagues, assist with the development of an effective and rich welcome process for new churches, including accurate, communications at scale.
 - To collate data insights to inform activities and ensure these are accurate and timely and appropriately recorded to best support the work of the team.
 - Review and recommend improvements to church thanking; developing and implementing processes to express appreciation and lay foundations for further engagement.
 - To support the delivery and promotion of churches campaigns to raise awareness and increase support for Embrace's mission.
 - Co-ordinate the implementation of a project to reactivate lapsed supporting churches.
 - To research and recommend good prospects for the CE team to engage; increasing the number of churches with a named contact person (Ambassador); marketing the Church Fundraising pack; recruiting for olive trips and encounter tours.
 - Be pro-active in identifying and recommending good prospects to build Embrace's network of volunteers and assisting with the onboarding process in line with Embrace's Safeguarding procedures.

- 2) **Support Embrace's Church Engagement strategy to increase engagement from congregations from the breadth of UK churches, by communicating effectively and sensitively with supporters from with a wide range of church traditions.**
 - Support the production of Embrace the Middle East illustrated presentations and sermons for use by staff and volunteer speakers
 - Coordinating and liaising with Embrace Ambassadors from supporter churches to arrange an Embrace speaker.
 - Assist with providing relevant resources to support the effectiveness of the deputation.
 - To have an interest and be willing to learn about the social, theological and political issues in the Middle East in general, and about Embrace's Christian partners and programmes in the Middle East.
 - Undertake familiarisation and 'encounter' visits overseas as appropriate and subject to ability to travel and role requirements.

- 3) **Help to foster wider and deeper affinity / solidarity between Christians in the UK and Christians in the Middle East by promoting fundraising and advocacy actions to supporting churches; and to help to engage prospective churches.**
 - To work collaboratively with colleagues, to support and co-ordinate the delivery of Embrace's Volunteer and Events Programmes to support the development of church relationships.
 - To work in collaboration with Embrace colleagues to engage new individual supporters in congregations with fundraising and advocacy activations.
 - Support the development of new fundraising products and to market Alternative Gifts, The Olive Tree Project, and Middle East Sundays to churches.
 - Coordinate the delivery of postal and digital church communications campaigns, working closely with Communications and Individual Giving colleagues.
 - Working with colleagues, to support the alignment of Embrace's Events Programme to enable the development of church relationships.

- 4) **To support the Charity in every way possible to fulfil its vision and charitable aims.**

- To assist teams with copy-writing, editing, proof-reading and house style guidance.
- To organise regular meetings as may be required. To record accurate minutes of relevant meetings and circulate them in a timely manner.
- To play an active part in the wider Embrace team by offering help and support as required.
- Develop excellent working relationships with colleagues throughout the charity.
- Model the charity's core values of excellence, accountability, respect, integrity and compassion at all times.
- To maintain sympathy with and reflect the Christian character of the Charity.
- Attend and participate in staff and team meetings
- Work with others to maintain compliance with GDPR and other relevant regulations.
- Adhere to Embrace's policies & procedures at all times.
- Prepare and lead spiritual reflections.
- Travel to the region as appropriate - subject to ability to travel and role requirements.
- Undertake as required any other duties compatible with the role.

Person specification

Attribute	Essential	Desirable
General Education	Educated to degree level equivalent, obtained either through experience or academic achievement with the ability to engage with complex concepts.	
Skills and abilities	<p>Excellent organisational and time-management skills. Ability to prioritise and organise own workload when juggling numerous projects.</p> <p>Excellent computer skills, including knowledge and use of Microsoft Office 365 (Teams, Sharepoint, Word, Excel, Outlook)</p> <p>Competent data processing and analysis skills either through experience and/or aptitude and interest to develop this skill, using CRM system / supporter database software.</p> <p>A high level of organisational and administrative competency including excellent attention to detail and a high level of accuracy.</p> <p>Excellent written and spoken English.</p> <p>Ability to pick up new processes, systems, set procedures and tasks quickly.</p>	<p>Project management skills.</p> <p>Knowledge of key fundraising principles and techniques.</p>

Attribute	Essential	Desirable
	<p>Able to use own initiative.</p> <p>Excellent telephone manner</p> <p>Excellent written and verbal communication skills.</p> <p>Very strong people skills and the ability to communicate and build relationships with a wide variety of people. Strong relationship builder</p> <p>Understanding of the church landscape in the UK and the ability to work with churches across the denominations.</p>	<p>Ability to hold both political and theological concepts in tension and tandem, when dealing with churches.</p>
Experience	<p>Experience of community, events or face to face fundraising (or other types of fundraising)</p> <p>Experience of providing excellent customer/supporter service, including experience of building relationships with new and existing customers/supporters</p> <p>Experience of delivering against set financial, or other, targets.</p>	<p>Experience of working with volunteers</p> <p>Experience of working with UK churches and liaising with Church leaders and congregations</p>
Personal	<p>Comfortable working in a faith inspired religious environment and ready with compassion to serve and work with Church congregations structures and communities.</p> <p>Inspired to help change the lives of marginalised people living with poverty, injustice, disability, trauma and displacement caused by conflict, and other challenges</p> <p>Good team player prepared to contribute to the overall success of the organisation</p> <p>Results-driven with a positive 'can do' attitude. Ability to take the initiative and problem-solve.</p> <p>Willingness to carry out overseas travel - as per travel restrictions and needs of the role.</p>	<p>Hold a valid UK full driving licence</p>

Attribute	Essential	Desirable
	Available to work on Weekends as necessary	

Detailed job particulars and circumstances

Job Title: Church Engagement Coordinator

Location: This is a hybrid-role with the requirement to work at Embrace's office, in High Wycombe, at least once every fortnight.

Contract basis: Permanent / Full-time (36.5 hours per week)

Hours of work: 8:30am – 5:00pm with the option to work flexi-hours (see details below)

Salary: £28,500 per annum.

Benefits at Embrace the Middle East:

- To support every member of staff to work as effectively as possible, Embrace offers remote and flexible working arrangements. This includes flexi-time and home-working arrangements.
- Embrace's flexi-time framework means that staff can vary, by agreement with their manager, their start and finish times, taking into account the needs of their work and personal preference/circumstance. Staff are required to start work between 7:30am – 10:00am and finish between 3:00pm – 6:00pm. Our core collaborative working hours are between 10:00am to 3:00pm.
- Pension - option to join from day 1. Maximum employer contribution of 10%
- Holiday - 30 days, including 8 bank holidays – rising to 31 days after 5 years' service and 32 days after 10 years' service, plus 3 days leave between Christmas and the New Year
- Flexi-time working arrangement and support for home-working allowance.
- Reimbursement of pre-agreed travel expenses.
- Life Assurance - 3x salary.
- Employee Assistant Programme (confidential counselling, legal and financial advice) and GP helpline – both available 24 /7, 365 days a year
- Training and development programme for all employees.
- Commitment to staff health & wellbeing.

Probationary period: 6 months

Part 5: How to apply

To apply, please go to our website, www.embraceme.org/vacancies.