

Action against poverty
Signpost
International

JOB VACANCY

**Fundraising and
Communications Officer**

**Signpost International
February 2019**



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OUR VISION

An equitable world where poverty and injustice are eliminated, people thrive and communities flourish.

OUR MISSION

We model Jesus' example of walking alongside people experiencing poverty and injustice. In partnership we help to empower people to make the most of their resources to address their current challenges and to achieve their full potential within transformed and resilient communities.

OUR VALUES

GOD AT THE CENTRE

In the bible Jesus tells us that there are two things that are most important; to Love God and to Love our neighbour (Matthew 22:37-38). Signpost works tirelessly to love and serve our neighbour, but we do so because we love God. We work towards having that love for God at the centre of everything that we do.

GENEROUS COMPASSION

Jesus set us a great example as he lived his life. He was generous with his time, with his attention, with the little he owned. We are told both that he had compassion on the crowds - feeding them, healing them, teaching them and that the crowds followed him and loved him. At one point he looks over Jerusalem and his heart breaks with compassion for what he sees “I have longed to gather your children together” (Matthew 23:37). We aim to walk as Jesus walked caring for those around us with generous compassion.

RELATIONSHIP

Each one of us is unique, a complete one off – and the bible starts by telling us that we are made in the “image of God” (Genesis 1:27). This means that every person born has dignity and deserves to be treated with respect. Because of this we work hard to treat each person with respect, as a name not a number. We work with individuals - tailoring the help we give to the individual circumstances of each person.

OUR VALUES

INTEGRITY

Jesus made a point of telling the religious leaders that their lives were inconsistent, they were hypocrites – He calls them out on their lack of integrity and condemns them for it (Matthew 23). On the other hand, Paul writes that we should live our lives with consistency “Whatever you do, work at it with all your heart” (Colossians 3). We will do our best to be as good, as creative, as honest and as professional as possible in all that we do.

JUSTICE

Each Christmas we remember that Jesus was born as a poor Jew, from his childhood he experienced the oppression of the Roman occupation and the injustice of the Jewish rulers from Herod to Pilate. We are also reminded constantly that God loves and cares for the widow, orphan and foreigners who so often are denied justice (Deuteronomy 10:18). By choosing to prioritise the poorest and the most excluded in our work we seek to model the justice of God.



A woman with a blue headwrap and a purple shirt is smiling in a cornfield. The background is filled with tall green corn plants.

Action Against Poverty

Inspired by our Christian faith, we walk along disadvantaged communities to see a world free from poverty and its effects.

ABOUT SIGNPOST INTERNATIONAL

We are an international development charity taking action against poverty at home and abroad. Signpost was founded in 1992 by Kerry Dixon who saw first hand poverty out in the Philippines. For more than 25 years we have worked around the world supporting whole communities take action against poverty.

Our work expands four key areas – hunger and nutrition, sustainable livelihoods, water and sanitation, and global citizenship. Each area of work harnesses the power of education to enable people to reach their potential and build a better future.

Everything we do at Signpost International is underpinned by our faith and our values. We believe in the inherent worth of each human being, and so exist to help people in need, not taking into account any other factors such as ethnicity, faith, or lack of it: our aim is to support people as they strive towards independent lives and fulfilled potential.

We currently work in Scotland, Uganda, Tanzania and the Philippines.



ABOUT SIGNPOST INTERNATIONAL

The Signpost Centre in Whitfield, Dundee is home to Signpost International and a small number of other businesses and charities. We moved to the building in 2014 after being based in the Hilltown in Dundee.

We have a small team of staff and regular volunteers passionate about working to benefit those we serve. The office is open Tuesday—Friday 8.30 to 5.30.

In 2019, we are setting up the Centre for Global Learning, inspiring the next generation to continue the fight against poverty, inequality and injustice.

This centre will be the first of its kind in Scotland and will be an educational hub for youth and school groups to learn about local and global issues of poverty. It will be an interactive and immersive space, using virtual reality headsets & outdoor learning.

The Signpost
Centre



The Centre for Global
Learning



ROLE OUTLINE

Position - Fundraising and Communications Officer (FCO)

Location - The Signpost Centre, Dundee, DD4 0HU, UK

Hours - Permanent contract (pending trial period). The normal hours of work will be 28 hours per week (0.8FTE). Additional working hours will be required due to some ad hoc weekend and evening work. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

Salary - £22,181 (pro rata)

Holiday - 30 paid days per year (pro rata) plus 8 Scottish public holidays (pro rata). However, the office closes over Christmas/New Year period for 5 working days as well as the 4 Christmas and New Year public holidays; accordingly, 9 days (pro rata) per year must be used at that time.

Pension - Signpost International operates a pension scheme which all employees are eligible to join

Reports to - CEO



MAIN PURPOSE OF THE ROLE

To be responsible for the design and delivery of Signpost International's fundraising and communications strategy. Raising money from individual and institutional donors, and coordinating and producing PR material and publicity material that is issued by Signpost International, in both print and digital formats. To be responsible for ensuring that all communications reflect the ethos and values of Signpost International. The FCO is line managed by the Chief Executive Officer.

In addition to any other task assigned by the CEO, the main duties of the role are expected to be:

Core Responsibilities - Fundraising

- ◇ Take the lead on planning and implementing the fundraising and communications strategy
- ◇ Recruit new individual, institutional and corporate donors
- ◇ Research funding opportunities and prepare and submit grant applications in liaison with the programmes department

- ◇ Organise and promote fundraising events in line with organisational values and principles
- ◇ Arrange and promote speaking events at local churches, schools and clubs to raise awareness and funds for SI
- ◇ Identify and establish mutually beneficial partnerships with local and national businesses
- ◇ Lead on the partnership with Will Relief Scotland, recruit new solicitors, manage social media and grow effectiveness of campaign
- ◇ Lead on planning and writing appeals/campaigns and ensure all activities adhere to GDPR and fundraising regulator standards.

Core Responsibilities - Communications

- ◇ Maintain and enhance SI's website in order to attract new, and engage current, supporters
- ◇ Write and take the lead on the design (working with external designer) of tailored communications that will engage supporters
- ◇ Manage and develop our use of social media in line with communications strategy

- ◇ Develop relationships with media outlets and other key influencers
- ◇ Produce and circulate press releases on a regular basis
- ◇ Lead on the design of promotional material as required
- ◇ Ensure SI's principles and values are adhered to in our communications and ensure SI meets the highest standard of best practice in charity communications
- ◇ Manage volunteer(s) as required

Core Responsibilities - Good Practice

- ◇ Keep abreast of best practice in fundraising, communications, GDPR, and sustainable development
- ◇ Ensure that all communications reflect the specific needs of women and girl children, those with disabilities, and those most disadvantaged with respect and honesty
- ◇ Actively participate in SI Fundraising subcommittee with the board of trustees

- ◇ Ensure compliance with specific grantor Terms & Conditions regarding publicity and promotion
- ◇ Update and amend the database to ensure a high level of accuracy for all records

Core Responsibilities - Financial Management

- ◇ Ensure fundraising and communication activities are delivered within budget and in accordance with appropriate policies and procedures.

Core Responsibilities - Corporate Responsibilities

- ◇ A commitment to Signpost International's vision, mission and values, and accepting of its identity as a Christian international development organisation
- ◇ A commitment to Signpost International's strategy to engage with faith-based groups and churches in particular, as part of its collaborative approach to community development.

PERSON SPECIFICATION

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>	
Abilities & Experiences	Experience working or volunteering for a third sector organisation	Experience working or volunteering for an international development charity	
	Experience completing and submitting successful applications for institutional funding	Experience in designing effective and engaging communications e.g. appeals or leaflets	
	Ability to work independently, be a self-motivator and take initiative	Experience in running social media campaigns	
	Experience developing and managing fundraising campaigns		Knowledge of local trusts and track record of successful applications
			Contacts and networks within local businesses
			Experience organising fundraising events

PERSON SPECIFICATION

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Knowledge & Skills	A systematic approach to work and strong attention to detail	Understanding of complex needs and contexts within disadvantaged communities
	Excellent organisational and time management skills	Good understanding of a range of effective community development approaches
	An excellent team player with good skills in team work and consultative approach to decision making	Ability to analyse complexity and make appropriate strategic decisions
	Excellent interpersonal skills with the ability to build effective relationships and networks, both internally and externally	Financial management skills including budgeting
	Excellent communication skills in English, both oral and written, able to communicate effectively with people of all ages and backgrounds	Competency in use of Adobe design products

PERSON SPECIFICATION

<i>Attributes</i>	<i>Essential</i>	<i>Desirable</i>
Education & Training	University degree or equivalent in relevant subject	Portfolio of Continued Professional Development (CPD) courses undertaken in relevant subject areas
	Proficiency in computer skills, including Word, Excel, PowerPoint, and use of internet and email	
Special Qualities	Self-aware individual with creativity, drive, resilience and integrity whilst keeping a sense of perspective and even humour	Driving licence and access to use of a car for travelling to fundraising talks/events
	Sensitive to the complexities of cross-cultural communication and able to sustain good working relationships within a small team	
	A committed Christian, in agreement with Signpost International's vision, mission and values	
	A commitment to Signpost International's strategy to engage with faith-based groups and churches in particular, as part of its collaborative approach to sustainable development.	

ADDITIONAL INFORMATION

How to apply

To apply for the role of Fundraising and Communications Officer (FCO) at Signpost International, please send a tailored CV and covering letter to:

karen@signpost-international.org

Your covering letter should detail why you feel motivated to work for Signpost International within this role and give a concise overview of your most relevant skills and experience. Your covering letter should fill no more than two sides of A4.

We promote diversity in employment and welcome applications from all sections of the community. Please note candidates must have right to work & reside in the UK in order to apply for this role.

Timescales

Closing date for applications is 5pm, on Monday the 18th of February 2019.

Interviews will take place on the Friday the 22nd of February.



Signpost International

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