

JOB DESCRIPTION

Job Title: Church Engagement Manager

Responsible to: Director of Communications, Engagement and Fundraising

Salary: £36-40k

Location: 5 Trinity Street, London SE1 1DB
Flexible working available, a minimum of 2 days in the
London office (Mondays and Wednesdays) and 3 days
from home

Hours of work: Full time – 35 hours per week.

Requirement to work evenings and weekends as necessary, with time off in lieu. Significant amount of travel in Britain.

About Us

USPG is the Anglican mission agency that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice.

About the Role

To build and develop a community of church supporters and volunteers primarily based across Britain and Ireland. Maintaining communication with and strengthening engagement opportunities across the Anglican churches using all appropriate channels. This role will equip our church supporters / groups and volunteers to understand our work, their roles and have the skills and knowledge they need to succeed.

About You

You will be experienced in leading, managing, supporting and motivating colleagues, church supporters and volunteers from across Britain and Ireland. You will maintain the vision and energy for the team and will be able to translate that vision into practical work plans. You will have a sound knowledge of The Anglican Church and church networks, of fundraising practice and of volunteer management. You will have excellent presentation skills with an ability to relate to diverse audiences as it relates to the global church.

The post holder will develop and implement a church engagement strategy for USPG. Which will encompass USPG volunteers, who are an essential part of the organisations plan to grow over the next 5 years, as they carry out supporter actions (give, act and pray) at every level of work within Britain and Ireland. You will form the connection between our UK church partners and the mission

agency, advocating and fundraising on behalf of our global churches. The Church Engagement Manager will develop an approach to long term engagement with churches whilst working with other team leads to acquire new church supporters to engage with USPG.

The post holder will also be responsible for training and supporting our volunteers as they speak to groups and churches about the impact of the organisation, representing USPG at parish and diocesan level, attending events and fundraising for USPG. The post holder will promote best practice in volunteering and ensure compliance with relevant legislation. They will recruit and train volunteers, provide resources and act as a first point of contact.

The post is based in the Communications, Fundraising and Engagement team which encompasses fundraising and communications functions. The post holder will work collaboratively across this team and the wider organisation to deliver organisational and team objectives.

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Principle Accountabilities (responsibilities)	% Time
Strategy development and implementation <ul style="list-style-type: none"> Develop and implement a church engagement strategy to build and diversify the supporter base of USPG in order to increase the engagement with USPG from Churches and church groups across Britain and Ireland and deliver organisational objectives. Work with colleagues to ensure that USPG are maximising opportunities to engage, increase visibility and have a church offer for our church supporters across the Anglican churches in Britain and Ireland. Keep up to date with legislation, policy and good practice with regard to volunteering and to ensure compliance. 	20%
Church Engagement and volunteer management <ul style="list-style-type: none"> Support the current body of USPG supporter churches as they share the vision and mission of USPG. Develop and maintain external relationships with new supporting churches, and the wider Christian community to support the work of USPG and global mission partners. Work with Fundraising and Communications teams to develop new engagement / product offers for churches and volunteers to increasingly engage. Increase opportunities for USPG to be known across the Anglican churches in Britain and Ireland, where supporters are taking actions, praying, and giving. Oversee and manage USPG portfolio of church engagement and outreach events across the year encouraging support for our global church partners. 	60%

<ul style="list-style-type: none"> • To work closely with and support the Senior Fundraising Manager to ensure that volunteers have the resources to fundraise effectively. • In collaboration with colleagues in the CEF Team and the wider organisation, to develop new and existing volunteer roles in order to meet organisational objectives. • To grow our pool of volunteers, recruiting individuals to these new and existing roles. • To be responsible for volunteer induction and ongoing training. • To supervise volunteers, ensure role descriptions are accurate. • To prepare regular communications to our church supporters and volunteers. • To offer advice and support to volunteers and ensure that up to date information reaches them in a timely and appropriate manner. • To hold volunteer engagement days throughout the year either in-person or online. • To line manage the church engagement and fundraising officer 	
Resourcing <ul style="list-style-type: none"> • To work with Fundraising and Communications teams to develop and maintain up-to-date resources for churches including briefings on fundraising and seasonal campaigns, talks and presentations about our work. • To gather stories and images from the work of USPG volunteers in Britain and Ireland to encourage further support. • To manage the outreach and engagement, and volunteer budget appropriately planning and assigning expenditure during the year. 	15%
Other <ul style="list-style-type: none"> • To undertake public speaking engagements on behalf of USPG which may include speaking in church services and other meetings. • Overall team support where surge capacity is required. 	5%

Person Specification

This form shows which criteria are essential and which are desirable for the job. They have been ticked as appropriate.

E = essential criteria. The job cannot be done without them.

D = desirable criteria can help the job to be done more effectively.

Experience and Background	E	D
Experience of working with or in Anglican Churches across Britain and Ireland	•	
Experience of implementing or developing a church engagement strategy or similar team strategy	•	
Experience of working in direct, face to face contact with volunteers	•	
Experience of managing volunteers including: <ul style="list-style-type: none"> - Recruitment of new volunteers - Providing inductions and training - Providing advice, information, supervision and ongoing support 	•	
Experience of working with the church sector	•	
Line Management experience	•	
Experience of working in fundraising, communications or outreach within the not for profit sector		•

Skills and Abilities	E	D
A people-person with excellent inter-personal skills	•	
Excellent team building skills	•	
Excellent verbal and written communication skills – articulate and fluent in English	•	
Self-motivated and able to manage own time and workload	•	
Confidence and sensitivity to address issues with church representatives and volunteers	•	
A positive, problem-solving approach with regard to challenges	•	
IT skills – proficient in Word, Excel, Outlook and Power point etc.	•	
An understanding of the relationship between faith and volunteering in a Christian charity context	•	

Knowledge and Understanding	E	D
Knowledge of volunteering legislation and policy		•
Database skills including data inputting, querying and reporting	•	
An understanding of the Anglican Church in Britain and Ireland	•	
Familiar with social media such as Twitter and Facebook		•

General	E	D
Willing to work unsocial hours including occasional evenings and weekends	•	
Able to travel in the UK to promote the work of USPG	•	

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