

## Job Description

<b>Post:</b>	Fundraising Manager for Essential Christian, the home of Spring Harvest (part-time)
<b>Responsible To:</b>	Group Chief Executive
<b>Team:</b>	Central Services

### Main purpose of the job

To enable the development of sustainable ministry opportunities across all Essential Christian brands by realizing income from grant-making trusts and generous giving from individual donors.

### Key Duties and responsibilities

- To gain in-depth knowledge of the activities of Essential Christian to enable understanding and discernment when identifying potential donors and applying for grants.
- To work under the direction of the Group CEO in researching, prioritising and proactively pursuing opportunities to generate funded income for Essential Christian
- To build relationships with individuals, trusts, foundations and other donors to help achieve and exceed annual income targets.
- To identify specific aspects of Essential Christian's ministry that create attractive fundraising projects (e.g. additional needs provision, Big Start resources, sponsorship of venues, Songs for the Church)
- To exceed an annual income target of £1m built around individual donors, grant making trusts and major donors.
- To increase our monthly givers to 2k in the calendar year January to December 2025.
- To work with Stewardship in creating compelling and effective fundraising campaigns that encourage generous giving from new donors and increased regular giving from existing supporters.
- To work alongside the Group CEO and Head of Spring Harvest in supporting the promotion of the annual Spring Harvest offering appeal.
- To represent Essential Christian at fundraising meetings and events, serving as an ambassador for the organisation and its Christian aims and objectives.

### Involvement with the wider team

- Meet with the wider staff team each week to share in a time of reflection from the Bible and to pray together for the work of Essential Christian.
- Participate in occasional staff away days to focus on the Christian vision for our work and to help maintain our culture as a team.
- Attend monthly staff meetings to make sure we communicate well as a team and to keep us on track with the Christian vision and purposes of Essential Christian.
- Use the teaching of the Bible as the standard for healthy relationships at work, always seeking to speak positively and build others up with words of encouragement.

### Occupational Requirement

This role holds an occupational requirement under the Equality Act for the post-holder to be a practising and committed Christian, seeking to grow in their discipleship, and an active and regular worshipping member of a Christian church. The post-holder will be committed to the core values of Essential Christian and have an awareness of the Christian constituencies we seek to serve. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of the Bible.

## **Working at Events**

Working for an event organisation means serving on staff teams throughout the year. This may involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for Essential Christian. Additional working hours will be required when preparing for and working away at events, including some weekends.

## **Our Team**

Essential Christian is the umbrella organisation which runs Spring Harvest, Song Solutions, Essential Event Management and Essential Christian Resources.

Our team have pioneered in the Christian events and resources space, since before the start of the pandemic, successfully moving events from physical to online, or hybrid, and now back again, developing a pioneering new online events platform and launching a year-round streaming service for Christian teaching and resources. It takes a team of innovative and dedicated individuals to deliver such transformation; a team driven by a passion for the vision of Essential Christian; to equip and resource the church and to see lives impacted by God.

## **Christian Faith**

**Christian Faith** Our Christian faith is the motivation for everything that we do. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those postholders will be seeking to grow in their discipleship and be regular worshipping members, actively involved in serving within their local church. In roles without an occupational requirement, we are glad to welcome anyone who is entirely supportive of our Christian ethos and who is comfortable being fully integrated within our Christian culture.

## **Our Culture**

### **Calling & Vision**

Our small staff team of innovative and dedicated individuals are passionate about seeing lives transformed by Jesus through the creation of music, content and events.

### **Prayer**

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision-casting and decision-making and we remember to give thanks when we see Him answering our prayers.

### **Character**

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

### **Professionalism**

We pride ourselves on working to professional standards, using key performance indicators to bring value to the ministry, growth to revenue and personal development to members of our team.

## Person Specification

<b>Character:</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Diligent</li> <li>• Pro-active</li> <li>• Relational</li> <li>• Resilient</li> <li>• Team Player</li> </ul>
<b>Competency:</b>	<ul style="list-style-type: none"> <li>• Strong administrator and project manager</li> <li>• Analytical mind with aptitude for numbers</li> <li>• Good attention to detail and accuracy</li> <li>• Proficient in MS Word, Excel and Outlook</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to prioritise and manage competing stakeholder demands</li> <li>• Ability to work under own initiative</li> <li>• Ability to appropriately handle sensitive and confidential information</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven success in working in a previous charitable fundraising role</li> <li>• Experience of GDPR and Marketing &amp; Fundraising regulations</li> <li>• Proven experience in writing successful grant-funding applications</li> </ul>
<b>Capability:</b>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Living within 90-minute commute of Uckfield</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Knowledge of grant-making trusts and foundations which support Christian ministry</li> <li>• Experience and/or knowledge of Spring Harvest and its associated brands and activities</li> <li>• Institute of Fundraising membership</li> </ul>

## Terms & Conditions of Employment

<b>Location:</b>	Uckfield, East Sussex. TN22 1QG
<b>Contract:</b>	Part-time. Permanent
<b>Hybrid Working:</b>	Minimum of 3 days per week in the office. Working away at events as required.
<b>Working Hours:</b>	Either 24 hours per week to be worked 3 days per week or 25 hours per week, ideally to be worked 5 hours per day, Monday to Friday. Full-time hours negotiable for the right candidate. Additional hours required when working away at events
<b>Lieu Time:</b>	Rest & recovery days given in lieu of weekends spent working at events
<b>Salary:</b>	£40,000 annum, per annum, pro rata (£25,000 per annum for a 25-hour week)
<b>Pension:</b>	Employer's contribution: 4% of salary Employee's contribution: 4% of salary
<b>Benefits:</b>	Group Life Assurance
<b>Holidays:</b>	33 days per annum, pro rata including Bank Holidays
<b>Probationary Period:</b>	6 months, with interim reviews at 1 month and 3 months
<b>Notice Period:</b>	1 week, increasing to 1 month on completion of probationary period
<b>References:</b>	Employment will be subject to satisfactory references being obtained
<b>Strengthsfinder:</b>	As part of our on-boarding process, the successful candidate will be required to participate in a Strengthsfinder profile survey.

## What our Staff Say about working for Essential Christian

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say....

“I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for.”

“I love working for EC because it gives me a chance to help others grow through their experiences of God and His church”.

“There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually.”

### How to Apply

Please visit [www.essentialchristian.org/careers](http://www.essentialchristian.org/careers) where you will find a downloadable application form. This should be completed and submitted to [recruitment@essentialchristian.org](mailto:recruitment@essentialchristian.org) by **Friday 15<sup>th</sup> November 2024**.

Interviews will be held at our offices in Uckfield on **Wednesday 27<sup>th</sup> November 2024**.