



Communications and Individual Giving Coordinator – Maternity Cover

Project Possible is a small Christian charity that tackles dependency and builds resilient communities around the world.

We're looking for a motivated and committed individual to help get our campaigns and ideas off the ground and ensure the smooth running of the day-to-day fundraising activities. You will have the opportunity to get involved in all aspects of our supporter engagement and communications, including coordinating events, producing compelling resources and creating social media posts.

This is a varied role where you will gain experience across the Fundraising and Communications functions, as well as the wider charity team. There will be opportunities to bring your creative ideas and to develop your skills.

We are looking for an individual with strong communication skills who is able to manage competing priorities whilst retaining attention to detail. To excel in this role, you will enjoy working collaboratively and be equally comfortable with administrative tasks as well as being a creative thinker.

This is a great opportunity for someone with a year or two of experience in Communications/Fundraising or looking to get into the Fundraising sector. If you thrive working in a highly collaborative environment and are passionate about supporting overlooked communities, we would love to hear from you.

To apply, please submit a cover letter (maximum 2 pages) explaining how you are equipped to take on this role with Project Possible, together with your CV, to office@projectpossible.org.uk. The closing date for applications is **Monday 5th October at 9am**. We anticipate inviting some applicants for interview via Teams during the week commencing 12th October, followed by a second interview in person for those who are successful, in the week commencing 26th October.

If you would like to speak to someone informally about the role before applying, please do not hesitate to get in touch.

Project Possible, 3 Manor Courtyard, Hughenden Avenue, High Wycombe HP13 5RE
01494 433170 / www.projectpossible.org.uk / office@projectpossible.org.uk

Registered Charity: 1069608 / Project Possible is a company limited by guarantee
Company No.:3524732 First registered at Companies House, Cardiff, March 1998



Job Description and Person Specification

Salary:	£26,225 pa, depending on experience
Location:	Hybrid – min 1 day per week in the Project Possible Office. Some UK travel may be required.
Hours:	36.5 hours per week (with the possibility of part time)
Contract:	Fixed Term until November 2027, with possibility of extension
Pension:	Employer contribution of 5%
Leave:	25 days per year plus public holidays
Reporting to:	Trusts and Communications Manager

Overall:

To help implement and deliver key campaigns, events and communications to enhance the supporter experience and to raise income levels from individual givers.

Key Responsibilities:

1. Support the Trusts and Communications Manager and the Operations and Data Manager to deliver fundraising campaigns and initiatives, that help us achieve both financial and non-financial goals for individual giving and engagement.
2. Play a key role in the organisation and development of fundraising events.
3. Support the Trusts and Communications Manager and the Operations and Data Manager to produce copy and resources, both digitally and in print.
4. Co-ordinate the charity's presence and engagement in social media.

Specific duties:

Campaigns, communications and resource implementation:

1. Work alongside other members of the Project Possible Team (predominantly the Trusts and Communications Manager and the Operations and Data Manager) to:
 - assist with copywriting (including faith-based content), design, digital upload and image sourcing to help implement new and ongoing campaigns and initiatives.
 - Write and produce faith-based impact reports and stories to help strengthen donors' connection to the charity.
 - Develop and produce resources and materials (both printed and digital) to welcome new donors and improve supporters' experience of the charity.
2. Administer the content upload for the charity's regular digital communications, (e.g. magazine, monthly prayer communication, impact reports etc), including loading content into our email software and creating templates in line with our brand.
3. Update website content, including liaising with our external website developer.



4. Use Campaign Monitor, Google analytics and other tools to monitor engagement of our digital communications to measure their effectiveness in achieving specified targets.

Events co-ordination:

1. Play a key role in developing and coordinating fundraising events, including sourcing venues, event administration, promotion and volunteer recruitment.
2. Assist with coordination of prayer evenings.

Social Media coordination:

1. Plan and collate content for social media, including generating high-quality copy and sourcing compelling, brand-aligned images.

Digital Asset Management

1. Manage intake of images and video into our Digital Asset Management system (Canto) ensuring content meets brand and technical standards.
2. Monitor and maintain file attributes and data (e.g. tagging) to ensure consistency and user accessibility across the system.

Wider duties:

1. Work as an effective member of the staff team and provide support to team members as needed.
2. To input into any other projects, which the charity might be working on.
3. Act as an ambassador for the charity, demonstrating a passion for our cause and representing the organisation in a positive manner that aligns with our values.

PERSON SPECIFICATION**Essential:**

- Ability to communicate clearly and effectively, and to write in an engaging and compelling fundraising style.
- Excellent interpersonal and collaborative skills.
- Strong organisational and planning skills.
- Able to work within a multi-tasking environment and to handle competing priorities.
- Excellent grasp of IT applications including Word, PowerPoint, and email software, with a strong ability to use software to create and format well-constructed documents.
- Comfortable and open to write about and engage positively with the Christian aspects of our work, and to be mindful of the Christian faith and culture held by team members.
- A genuine passion for our vision to open doors of possibility for overlooked communities around the world so they can unlock their God-given potential and build sustainable livelihoods.

**Desirable:**

- Experience of working or volunteering in a charity or fundraising function.
- Experience of organising or running events.
- Knowledge of the various types of social media, and how each can be utilised in raising awareness of a cause.
- A strong ability to use design software (e.g. Canva) to create and format visually appealing and well-constructed materials.