

## **Job Description**

Job title:	Communications and Fundraising Manager
Reports to:	Chief Executive
Line Management:	Community Engagement Officer, Communications Officer
Hours:	Full-time, 36 hours per week, opportunity for flexible working
Salary:	£32,000 - £38,000 subject to experience
Contract:	Permanent
Leave:	25 days per annum plus bank holidays
Pension:	5% employer contribution

Training opportunities will be provided and tailored to the needs of the successful candidate.

## **About Jimmy's Cambridge**

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are experiencing homelessness. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

Our success in delivering our services is underpinned by the support we receive from individuals, organisations, our volunteers and a wide range of community partners, all of whom are fundamental to our work. In addition to maintaining a sustainable set of existing services, we also have ambitious plans to increase our services and impact, ensuring we can support as many people as possible who are experiencing homelessness.

## **Purpose of the Role**

This role is an exceptional opportunity to build, shape and deliver Jimmy's work in the wider community, in order to help meet our ambitious aims. And by the wider community we mean people who live, work, study or volunteer locally, and including residents, businesses, organisations. Be a part of reducing homelessness and support those who do become homeless.

Reporting directly to the Chief Executive, you will use your passion, experience, and expertise to engage the wider community in supporting Jimmy's, including through fundraising campaigns, communications, and raising awareness of the different ways people can support Jimmy's.

This will maximise engagement with a wide variety of external stakeholders – supporting us to develop greater community links – and supporting fundraising efforts to run transformative services and projects. As a community organisation, maximising

engagement and communication with our local community is critical to our success.

Whilst the role would suit a fundraising professional, wider experience in communications and stakeholder or community engagement would also be considered. We will also consider someone who is considering a promotional opportunity, backed up with appropriate training and development.

A key part of the role will also be to ensure the impact of our work is clearly communicated to a range of audiences, allowing key stakeholders to fully appreciate the difference we make to our local community, thus incentivising donations and support.

## **Key Responsibilities**

- Contribute significantly towards the annual community fundraising targets.
- Support the strategic development and day to day delivery of communications activity (including social media) – maximising engagement with our local community – and handling press and PR enquiries.
- Develop new, creative, and compelling stories about the organisation which can be used for a range of communications activity.
- Support community fundraising by developing compelling written material and multimedia content.
- Coordinate and attend a calendar of community events and activities.
- Build relationships with key stakeholders such as local corporates and individuals on behalf of Jimmy's – working with the Chief Executive – and engaging with local business networks and similar groups.
- Ensure all current stakeholders and supporters are properly stewarded and communicated with, providing them with relevant information about the impact of their existing support and maximising opportunities for further support.
- Build support from volunteers, ensuring they feel valued, informed, and engaged with the work of Jimmy's.
- Oversee the implementation of a new fundraising and communications database. This may include managing external IT contractors.
- Ensure Jimmy's complies with all regulations and best practices in relation to charity fundraising and communications.
- Contribute to the delivery of Jimmy's mission and champion its core values.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

## Person Specification

- A proven track record of successfully communicating and raising funds on behalf of a charitable organisation.
- An excellent networker, capable of developing relationships with people from a wide variety of backgrounds.
- Great interpersonal skills and the ability to communicate confidently and create meaningful relationships with senior colleagues, stakeholders, partners, and current/potential donors.
- Excellent research and analytical skills and the ability to craft compelling stories – both written and multimedia.
- A proactive and delivery-focussed approach to your work, with drive and motivation towards the achievement of targets
- Ability to manage multiple, competing demands while also being flexible and adapting to the changing needs and priorities of Jimmy's.

## Working Hours

While this role will work predominantly daytime Monday to Friday, the post-holder will be required to work in a way that suits the needs of the service and the organisation. The post-holder will be expected to manage their own time and hours, in agreement with the Chief Executive Officer.

The location of this post is flexible, with the opportunity to mix working from our locations in central Cambridge and from home.

## Jimmy's Core Values

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect

## How to Apply

To apply, please send us your CV and a supporting statement setting out how you meet the requirements in the Person Specification - both no more than 2 sides each - and an Equal Opportunities Monitoring Form. Closing date for applications is 5pm on 22 November 2021. Interviews will be held in Cambridge in person on 30 November, subject to guidance at the time. To apply, and if you have any questions, email [sarah.cochran@jimmyscambridge.org.uk](mailto:sarah.cochran@jimmyscambridge.org.uk). The

post is subject to an enhanced DBS check.