



## Employment Opportunity

### Partnerships Co-ordinator

INTERNATIONAL JUSTICE MISSION UK  
IJMUK.org

#### **Who we are:**

IJM is the world's largest anti-slavery organisation working to end modern day slavery, human trafficking, and other forms of violence against those living in poverty. We do this by partnering with local officials to rescue victims, bring the criminals to justice, restore survivors to safety and strength, and help local law enforcement build a safe future that lasts.

IJM UK supports this global mission by: raising awareness; raising funds to support our operational work around the world; mobilising a movement of abolitionists across all parts of society, including the Christian Church; and providing thought leadership, leveraging our unique global experience to influence leaders across Government, businesses and institutions.

We are a Christian organisation inspired by God's call to love all people and to seek justice for the oppressed. We protect people from violence, without regard to religion or any other factor, and seek to work alongside all people of goodwill.

From a solid foundation we are in a major growth phase and are looking for an outstanding individual to help us as we move into the next chapter. We have a big vision, big aspirations and a big heart.

#### **Who you are:**

##### ***Essential***

- Passionately committed to ending slavery and ensuring that justice systems deliver security for those who are most vulnerable
- A committed Christian with a passion for justice and reliant on God's word and prayer
- Experienced and skilled at administration, personal communication, influencing and engaging commitment and support either in an NGO or commercial environment.

##### ***Desirable***

- An understanding of UK giving culture
- Understanding and experience of major donor fundraising

#### ***Summary Aims of the Role***

To support the England Director and Chief Executive in executing IJM UK's fundraising strategy, covering major donors, churches and corporate organisations across England. In addition, to have oversight of IJM UK's mid-level donors in England.

#### **Duties and Responsibilities:**

##### **1. Major Donor Programme:**

- Administrative responsibility of IJM UK's Major Donor fundraising programme. This will include organising meetings for the England Director and leadership team, responding to communications and requests, preparing reports and proposals for donors as well as bespoke communication with donors
- Keeping the major donor calendar up to date and recording relevant information about donors in the CRM

- Supporting the acquisition of new donors through research and setting up strategic meetings for the England Director and CEO
- Helping to support engagement with donors through key fundraising events such as galas, donor-home dinners etc.

## **2. Mid-level Donor Programme:**

- Responsibility of the mid-level donor fundraising programme. This will include meeting donors, sharing about the work of IJM, regular and timely communication with donors and making financial asks
- Working with the England Director, CEO and other leadership team staff members to support the conversion of mid-level donors, to major donors, through timely, strategic asks
- Engage mid-level donors in relation to key fundraising events
- Assist with the recruitment of new mid-level donors to support the mission of IJM
- Maintain IJM UK's CRM system with supporter data and activities across churches, mid-level and major donors.

## **3. Corporates:**

- Support the wider leadership team in developing relationships and partnerships with key corporate organisations, with a view to developing funding opportunities
- Represent IJM UK at key corporate events
- Seek opportunities for "Charity of the Year" and other similar funding options with key corporates.

## **4. Church Mobilisation**

- Work alongside the 'churches lead' to support senior staff to facilitate their engagement with a portfolio of key church relationships including arranging speaking engagements and meetings with key church leaders
- To support the England Director with key church relationships such as organising meetings, and responding to communications and requests
- Work alongside the team to prepare and submit tailored proposals and reports
- Undertake occasional speaking engagements.

## **5. Spiritual Formation**

- Participate in the spiritual rhythms of IJM UK and spiritual formation practices, including leading corporate prayer reflections on a rota basis, daily stillness, corporate prayer, quarterly prayer retreats and annual day of solitude
- Respect, uphold and work within IJM UK's Christian Identity.

## **Person Specification**

### *Skills, qualifications and experience*

- Proven excellence in administrative tasks, with a sharp eye for detail
- Excellent oral and written communication skills
- Experience in fundraising or sales
- The ability to present well one-on-one and in small group settings
- Excellent relationship management capabilities including being able to establish rapport quickly, network successfully and develop ongoing relevant relationships
- Understanding of the UK charity sector
- Bachelor's degree and/or relevant qualification.

## **Critical Qualities**

- There is a requirement for the job holder to have a personal commitment to the Christian faith (as defined by the Apostles' Creed) as functions within this role will require knowledge and

personal experience of the Christian faith and will be promoting the organisation's Christian identity and spiritual formation practices\*

- The candidate will be expected to respect, uphold and work within IJM UK's Christian Identity
- Being customer-service oriented with a passion for IJM's goals
- Being a team player and a trustworthy colleague
- Professional in demeanour, with discretion, mature judgment and a servant hearted attitude
- Ability to work well managing multiple projects with deadline pressures.

### **Position Details**

#### *Travel Requirements*

- Travel may be required within the UK and there will be a level of evening and weekend work where time off in lieu (toil) is offered.

#### *Contract and Compensation*

- The Salary is negotiable dependent upon experience, permanent contract basis
- IJM UK offers 6% pension contribution and an additional benefits package (details available on request) with a positive and fun working atmosphere
- Office location is London.

### **Application Details**

- Please submit a covering letter (maximum two pages) explaining why you are suitable for and interested in this post. Please demonstrate how your skills, experience and personal qualities meet the requirements of this role and why you are interested about the work of IJM
- Please also supply your CV detailing relevant experience and a supporting statement of Christian faith (up to one-page) describing your faith journey, current spiritual disciplines and how you see your faith as being relevant to your involvement with IJM
- Applications should be emailed to [contact@ijmuk.org](mailto:contact@ijmuk.org) with the subject line *Partnerships Coordinator*. If you have any questions about the role please contact the England Director, Esther Swaffield-Bray via [esther.swaffield@ijmuk.org](mailto:esther.swaffield@ijmuk.org)
- Deadline for applications: **09:00, Monday 3 June 2019**

*\*This post is subject to an occupational requirement that the holder be a Christian under Part 1 of Schedule 9 to the Equality Act 2010*