



Job Description

Partnerships Executive Northern Ireland

INTERNATIONAL JUSTICE MISSION UK

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 people living in poverty. We do this by partnering with local officials to carry out rescues, bring 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 people who are 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.

This is an opportunity to join us as we fight to end slavery in our lifetime.

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 in relationship management including being able to establish rapport quickly, network successfully and develop ongoing relevant relationships in a professional manner.
- Understanding of the Northern Ireland charity fundraising and Christian contexts.

Desirable

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

Summary aims of the role

To work alongside the UK team to execute IJM NI's fundraising strategy, covering mid and major-level donors, champions (volunteers) and corporate organisations across Ireland. In addition to represent the NI audience in planning and execution of wider UK appeals and fundraising campaigns.

Duties and Responsibilities:

1. Mid and Major-Level Donor Programme:

- Support all existing Mid and Major-level donors. This will include responding to communications and requests, preparing reports and proposals for donors as well as bespoke communication with donors.
- Proactively seek the acquisition of new partnerships with donors, through research, meeting with prospective donors to share about the work of IJM, regular and timely communication with donors and making financial asks.
- Maintain up to date records of relevant information about donors in the CRM
- Engage Mid and Major-level donors in fundraising events, e.g. Formal dinners, online events.
- Work with wider IJM UK team to prepare bespoke communications with Mid and Major-level donors alongside appeals and campaigns.

2. Fundraising Champions:

- Inspire and recruit individuals to participate in IJM fundraisers, including wider IJM UK fundraising initiatives and NI specific initiatives.
- Inspire and recruit new fundraisers to support IJM's work through external fundraising events, for e.g. Belfast Marathon.
- Support Fundraising Champions through regular communication and sending resources for their fundraisers.
- Work alongside NI team, and wider IJM UK Champions team to plan and facilitate Champions Training Days, and invite NI Champions to be involved.

3. Trusts and Corporates:

- Work alongside IJM UK Fundraising Executive to maintain existing partnerships with NI Trusts. This will include writing reports and updates, and responding to emails and enquiries.
- Explore new opportunities with NI Trusts, including making enquiries and writing proposals.
- Seek opportunities for "Charity of the Year" and other similar funding options with key corporates.

4. 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

- 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
- Proven excellence in administrative tasks, with a sharp eye for detail
- Proven experience working with volunteers
- Understanding of the NI charity sector

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

- Salary of £26,000 dependent upon experience, on a 1 year fixed term contract.
- 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 Belfast. IJM has a flexible working policy which can be discussed as required.

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 with the subject line *Partnerships Executive Northern Ireland*. If you have any questions about the role please contact the Northern Ireland Director, Hannah Elliott via hannah.elliott@ijmuk.org
- Deadline for applications: **12th October 2020**

**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*