

Job Title	Trusts and Communications Assistant
Job Reference	24TCA
Reports to	Marketing and Fundraising Manager
Location	City Centre building, 20 Crimea Street, G2 8PW
Full-time Salary	£28,000 - £33,000 per annum dependent on experience
Hours	35 per week
Contract	Permanent
Probation Period	6 months

Position Summary

This is an exciting opportunity for an aspiring or experienced fundraiser to join our existing Fundraising and Marketing Team under the direction of the departmental manager. The main thrust of the role will be to generate income from charitable trusts and foundations. This will include identifying new opportunities for funding, maintaining relationships with present funders, submitting applications, writing reports required by funders and keeping our database up-to-date.

The trusts and foundations part of the role would occupy approximately 3 days a week. The other 2 days a week would be working on writing articles for our magazine, content for news stories and social media posts and updating text on our website.

Applicants for this position should be in sympathy with the ethos and values of Glasgow City Mission.

This position relates to regulated work and will require membership of the PVG scheme.

Statement of faith and ethos

We at Glasgow City Mission are Christians who unconditionally value the people we serve. We believe in the living God who loves us and transforms lives. Because of this, we are inspired to share our faith, have compassion and seek justice for people in need. We are bible based, Jesus centred, Spirit led and dependent on God and the power of prayer

Glasgow City Mission exists “to see our city and its people flourish and know fullness of life”. These words fuse together our city’s motto “Let Glasgow flourish....” and Jesus’ words in John’s gospel: “I have come that you may have life - life in all its fullness.” (John 10:10). These words shape who we are and how we seek to follow Jesus’ example by offering an environment in which our guests can experience “life in all its fullness”. It is very clear this deeply caring ethos, centred in Christ’s love, should inform the way in which, as staff and volunteers, we serve guests.

The ethos of Glasgow City Mission is the motivation for all our work – it is the reason why we do what we do. It is to work together to extend Jesus’ model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by the message, life and example of Jesus through which God’s unconditional love for all people is expressed. While this ethos is given life through our relationships, the way we work together and behave with one another, both demonstrate and authenticate our beliefs.

This is all rooted in our faith in Jesus Christ and in his love, which compels us to serve others, putting their needs first. When we work together, it is this faith that directs and influences our internal relationships as well as our work with those who Glasgow City Mission is seeking to serve. In this way, we operate on the understanding that our activities are simply an expression of our faith; that our “doing” derives directly from our “being”. There is an essential and indissoluble link between the inner and the outer, the private life and the public face of Glasgow City Mission. The link between who we are and what we do cannot be broken.

Our ethos is an expression of our commitment to serve guests and to the wellbeing of our staff and volunteers. We seek to create a workplace where the dignity of all members of the team is valued.

Main duties and responsibilities

- Work with colleagues to identify new opportunities for trusts and foundations funding.
- Submit funding applications as required.
- Developing healthy relationships with funders, including collating and writing reports.
- Keeping our database fully up-to-date with respect to trusts and foundations.
- Noting and applying end dates for funds to be spent. Liaising with staff member(s) who are responsible for the spending in relation to any end date.
- Take part in meetings with key managers to discuss upcoming projects and identify areas of work that require funding.
- Creative writing and developing content for our magazine, donor appeals, online news stories, social media posts and fundraising events.
- Represent the organisation in a professional and positive manner to all outside bodies.
- Undertake any training considered appropriate by the organisation and the demands of the post.
- To attend team and other meetings deemed appropriate (including prayer meetings).
- Other duties commensurate with the post under direction of the Marketing and Fundraising Manager.
- To represent and communicate the Christian ministry of Glasgow City Mission.

Experience & Education

Although a proven track record in researching and writing successful trust fund applications in a similar organisation would be desirable, candidates with a passion for the vision and values of Glasgow City Mission who can demonstrate their transferrable skills especially in the area of creative writing would be welcomed.

Educated to degree standard is desirable but not essential.

Skills and knowledge

Essential:

- Excellent verbal and written communication skills including the ability to write inspiring and compelling fundraising proposals and reports.
- Ability to adapt creative writing skills across various media.
- Excellent research and organisational skills, with attention to detail.
- Excellent computer skills, especially Word, Excel and Outlook.
- Able to work under their own initiative, showing flexibility and creativity.
- Excellent time management with the ability to work to deadlines and under pressure.
- Must be able to work well as part of a team.

Desirable:

- A dynamic and confident personality.
- The ability to build relationships with ease.
- Able to use initiative, be proactive and have a 'can do' attitude.
- A natural networker able to articulate the vision and ministry of the organisation.

Working Demands

Evening and weekend work will be required on occasion

Package/Benefits

- Salary of £28,000-£33,000 per annum depending on experience
- 35 hour working week
- 42 days annual leave including 6 public holidays
- Contributory Pension Scheme
- Life Assurance of 4 times annual salary
- Cycle to work scheme

Our Commitment

Glasgow City Mission will ensure that you are given the support you require to undertake the above tasks, including regular supervision and support and an annual review of your performance with appropriate training and personal development input. Glasgow City Mission also commits to providing a safe environment for work. This job description will be reviewed on a regular basis and can be altered in consultation with your Manager

Application Instructions

Please send completed application form and current CV to info@glasgowcitymission.com including the job reference: 24TCA by **Thursday 4 July 2024.**