

Development Officer

Job Description

General Information

Job Title:	Ascension Trust Development Officer
Salary:	£23,000 - £25,000 per annum
Full Time:	5 days per week (together with occasional Saturday working)
Responsible to:	Operations Director
Accountable to:	Chief Executive Officer
Location:	Morden, Surrey

An enhanced DBS Disclosure will be required for the successful applicant.

The Equality Act 2010 Schedule 9, Part 1 applies to this post.

Background

Ascension Trust (AT) is a Christian inter-denominational organisation with a passion to empower individuals to work together within their local community and nation, to contribute positively to society and to improve the quality of life of the disadvantaged and vulnerable.

AT is a charity registered in England and Wales (Charity number 1127204/Company number 06751712) and was established in 1993 by Reverend Les Isaac. In Scotland, AT partners with Ascension Trust Scotland (company number 371392). Reverend Isaac's mission is to empower churches to be effective as "salt and light" in their local community, city and nation. AT is a Christian charity that has an emphasis on being faith based and works with all faiths. The Board of Trustees are Christians from different denominations and from a wide range of professional backgrounds.

It also operates as the umbrella body for a number of overseas missions as well as Urban Youth Mission, Street Pastors, Prayer Pastors, School Pastors, Rail Pastors, Response Pastors, the 60/40 Youth Project, the Synergy Network and various training programs.

Opportunity

The post holder will have the opportunity to work right across a range of Christian denominations, engaging with the community, and working with statutory bodies, local government, educational establishments, stakeholders in the night time economy and the voluntary sector.

Job purpose:

The purpose of the role is to work with AT Senior Management in the development and delivery of the wide-ranging projects of AT. Being a decisive, independent thinker, possessing a strong work ethic and having the ability to work as part of a team are important elements of this role.

Main duties and responsibilities

1. Contributing to the delivery of new initiatives. Conceiving, developing and preparing plans and strategy and methods to be used to achieve desired goals, organising events, supporting steering group meetings, liaison with a wide range of stakeholders, communications and learning and evaluation activities.
2. Overseeing the set up process of initiatives, as set out in AT process.
3. Developing and maintaining excellent working relationships with all relevant stakeholders, including churches, local authorities, central Government, the police and other agencies.
4. Supporting the development and implementation of project communications and marketing strategies that promote awareness of AT initiatives.
5. Taking a lead in developing resources and communication tools that enhance knowledge and understanding of AT projects, and are available in accessible formats.
6. Taking an active role in developing and delivering AT core events as agreed with the Operations Director, reviewing effectiveness and assist in making improvements.
7. Working and liaising with any relevant existing forums and other umbrella charities in which AT is involved.
8. Performing research and administrative work required to develop and deliver AT projects.
9. Co-ordinating project reports and other requirements, drawing on relevant evidence and data.
10. Co-ordinating the development of AT initiatives in new areas and the development of missions, and managing processes as set out by AT in the delivery of these new projects.
11. Liaising with AT colleagues to trouble-shoot problems that arise within AT initiatives.
12. Liaising with AT's legal team on any relevant issues.
13. Travelling abroad as necessary in order to carry out role.
14. Undertaking any reasonable duties that may reasonably be required by AT.

To apply, please request an Ascension Trust application form and full job description and person specification by downloading them from the Ascension Trust website, emailing hr@ascensiontrust.org.uk, by telephone on 020 8330 2809 or by writing to Ascension Trust, Alpha House, 158 Garth Road, Morden, Surrey, SM4 4TQ.

Application closing date: Monday 27 May 2019. Interviews: Thursday 6 June 2019.

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Person Specification

	Criteria	Essential/Desirable	Method of Assessment
Experience			
1.	At least two years' experience of working in a customer-facing role, in or with the third sector	E	A & I
2.	Experience of providing strategic input to senior management	E	A & I
3.	Experience of working with/developing partnerships with other organisations	E	A & I
4.	A committed Christian (as an occupational requirement permitted under Schedule 9, Part 1 of the Equality Act 2010) who subscribes to the AT mission, goals and values, and is able to work effectively across the sensitivities and cultures of different Christian denominations, able to contribute to the spiritual life of the AT Head Office team by leading devotions and prayers	E	A & I
Skills and Abilities			
5.	Well-tempered, self-starter	E	A & I
6.	Strong project management skills	E	A & I
7.	The ability to communicate effectively in person, in writing and over the telephone with a wide variety of people, churches and organisations under the AT umbrella as well as statutory bodies, local and central government, educational establishments, the police and other agencies	E	A & I
8.	The ability to prepare and implement budgets, and monitor expenditure on projects and initiatives	D	A & I
9.	The ability to develop and implement communication and marketing strategies	D	A & I

	Criteria	Essential/Desirable	Method of Assessment
10.	The ability to work as part of a team	E	A & I
11.	Literate in Word*, Excel, PowerPoint* and Outlook	E	A & I*
12.	An operating knowledge of Microsoft Access	D	A
13.	The ability to maintain the office database	E	A & I
14.	Organisational skills and the ability to prioritise work	E	A & I
15.	The ability to conduct research as required in order to develop and deliver projects	E	A & I
Other requirements			
16.	The flexibility to occasionally work on a Saturday	E	A & I
17.	The ability to travel throughout the UK for the role	E	A & I
18.	The ability to travel abroad as necessary for the role	D	A & I

Criteria: Essential (E), Desirable (D)

Assessment Method: Application Form (A), Interview (I)