

Job Description:

Partnerships Development Executive

Organisational Context:

Action Foundation is an award winning charity started by City Church Newcastle that provides opportunities for migrants to overcome their exclusion, isolation and poverty. This is currently expressed by providing accommodation and support for new refugees at risk of homelessness (Action Letting), people who are destitute and have been refused a claim for asylum in the UK (Action Housing, Hosting and Access) as well as community ESOL classes for any migrant unable to access mainstream English classes (Action Language). We have also just started two weekly drop-in's (InterAction) in Newcastle to support isolated migrants in need of connection to others socially as well as to key services to support their integration, orientation and independence.

The charity currently delivers its services from premises in Newcastle and Sunderland, with housing across Tyne and Wear. However, we also deliver contracts and support other organisations providing similar services throughout the North East region. Having been established for 10 years the charity has grown to support over 1,000 people a year with over 200 volunteers, 20+ staff and a turnover in excess of £1m. Our vision is to continue to develop our work and partner with others to ensure that every migrant in the North East has access to affordable and appropriate accommodation and the support required to successfully integrate into the community or make informed choices about their future. We believe this will be accomplished through a combination of increased provision of services and advocating for changes to Government policy.

Duties & Responsibilities:

The Partnerships Development Executive will promote Action Foundation's services throughout the North East to secure greater support from a range of partners, particularly local churches, charities and other voluntary and statutory organisations, networks and individuals. It is expected this will require extensive networking via face-to-face meetings, presentations, attendance at events and exhibitions to develop relationships and secure the support required (detailed below). The successful candidate will need to be a confident and persuasive communicator / sales person with a wide variety of people in many different settings and contexts. They will identify and develop new and existing relationships working alone and alongside other senior staff and key partners.

Key deliverables:

1. To engage with local churches and other organisations to promote Action Foundations services to potential volunteers and supporters (individuals and organisations) to raise awareness of the charity's work and to increase the number of;
 - volunteers participating in Action Foundation's work
 - hosts providing their spare rooms for the Action Hosting project
 - individuals or organisations (particularly churches) supporting Action Foundation financially or through gifts in kind e.g. by letting their property
2. To recruit local churches and other organisations (voluntary and statutory) in the North East of England to partner on new or existing initiatives as appropriate
3. To identify appropriate opportunities to tender for contracts or to generate other income to deliver existing or new services in line with the vision, values and strategy of the charity

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| Responsible to: | Chief Executive Officer |
| Hours: | 35 hours per week including regular work outside of normal office hours, although part-time or flexible working would be considered |
| Contract length: | 18 months initially following successful completion of a 6-month probation |
| Salary/benefits: | £23,202 - £26,799 + 6% pension contribution |

Personal Specification/Key Competencies:

Knowledge/Experience:

- Researching potential leads and cultivating contacts
- Raising funds from a wide supporter base
- Working to a deadline and meeting targets
- Using CRM systems to track and monitor contacts
- Using own initiative as well as working as part of a team
- A passion for social action
- Working in the faith/voluntary sector
- Awareness of the issues facing asylum seekers, refugees and other migrants

Skills/Abilities:

- A persuasive and confident communicator with excellent written and verbal English communication and presentation skills
- Ability to inspire and win people over
- Naturally decisive and proactive
- Interpersonal, teamwork, negotiation, and organisational skills
- Initiative and a creative approach to problem solving
- Possess excellent IT skills, including working with Microsoft Office, and a variety of databases
- Organised and driven to reach targets quickly and efficiently
- Ability to prioritise, multi-task and work well under pressure
- Supportive and non-judgemental
- Resilient and determined
- Ability to understand and appropriately communicate with a variety of Christian denominations and other faiths

Other

- As the post requires extensive travel within the region and the need to transport equipment and literature the candidate will need to possess a UK driving licence and have access to a car
- Supportive of our ethos and values – see www.actionfoundation.org.uk/ethos/
- This post will require the taking up of two references