**Job Description**

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| **Summary** |
| Job Title | Regional Development Manager (Scotland & North / Midlands and Wales / London & South) |
| Department | UK Partnerships Department |
| Location | Regionally based |
| Full-time/Part-time/Job Share | Part-Time (Flexible working pattern) |
| Reporting To | UK Partnerships Manager |
| Direct Reports | None |
| Job Purpose | Grow, develop and maintain local partnerships with churches and Abolition Groups, within the defined region; building long-term loyalty to the movement and growing the regular giving programme by 400 donors in year one and 500 new donors thereafter. |
| **Duties & Responsibilities** |
| **Strategy*** Meet once a month at Head Quarters with UK Partnerships Manager and other Regional Development Managers to advise on and discuss strategy and direction for the team.
* Build effective relationships with key church leaders within the region, that deliver long term benefits to Hope for Justice’s objectives.
* Regularly report progress as agreed with the UK Partnerships Manager.

**Church Partnership*** Manage and develop new Regional Church Partnerships, by following leads and creating opportunities to visit churches within the specified region; ensuring new Church Partners are aware of key commitments in the Partnership Agreement.
* Enhance and develop existing Regional Church Partnerships by ensuring effective and appropriate relationship management is provided.
* Plan and manage church speaking engagements within the specified region.
* Growth in recruitment of regular givers by ensuring congregational buy-in.

**Abolition Groups*** Develop and maintain relationships with local Abolition Groups.
* Implement fundraising initiatives, including Hope Challenge to the Abolition Groups, ensuring the fundraising targets are met for each individual Abolition group member.
* Assist the UK Partnerships Manager in the organisation and implementation of the Abolition Group Afternoon at Hope for Justice’s annual conference: Hope Gathering.

**Administration*** Manage emails and phone calls from Church Partners and Abolition Groups in the specified region.
* Build up a profile of each Church Partner and Abolition Group on the CRM system.
* Follow up on new Church Partner sign-ups and make sure the agreement is completed.
* Coordinate Book-a-Speaker requests and follow up with each event organiser and speaker, to gain feedback.
* Ensure Supporter Relations Coordinator has all information required to process payments and sign-ups from regional speaking events.
* Ensure Supporter Relations Coordinator has all information required to process Abolition Group fundraisers.
* Assist the Events Team in the organisation of Train-a-Speaker days for people to join the Hope for Justice speaker team.

**Communication*** Work alongside UK Partnerships Manager and Communications Team to create regular e-shots to update Church Partners and Abolition Groups.
* Regular face-to-face meetings/Skype calls with Church Partners and Abolition Groups at least once a year to maintain relationships.
* Recommend ideas for new/updated materials including written, web and DVD materials.

**Events*** Personally speak at a minimum of 25 churches/events within specified region per year.
* Manage and develop the local Hope for Justice speaker team to speak at a minimum of 30 regional speaking engagements per year and ensuring a high standard of talks.
* Accompany and assist the Events Team at National events, conferences and churches as outlined by UK Partnerships Manager.
* Assist the Events Team in the promotion of events to Church Partners & Abolition Groups.
* Identify speaking opportunities at major Christian conferences and influential churches.
* Identify high net worth individuals within the regional churches and transition them onto the Major Donor team.

**Ethos*** A major aspect of the role will include developing our church partnerships, and as such the work would especially suit someone with a well-developed understanding of the Christian world; but this is not obligatory.

**Future Role Expansion**Develop a Regional Development Team structured and motivated to meet Hope for Justice’s desired outcomes within the specified region including:* Seeking to keep Hope for Justice’s core values and vision evident within the designated team and at the forefront, when communicating change, providing leadership, direction and supervision.
* Line managing and developing individuals within the team, implementing Hope for Justice’s HR policies to ensure effective people management and excellent performance.
* Manage team and personal workload, prioritising appropriately, linking targets with team vision and monitoring success.
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| **Person Specification** |
| **Experience & Qualifications** |  |
| * Educated to at least A level standard and/or be able to show relevant work based experience
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| * Sales and Marketing experience with a proven record of sales achievements
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| * An understanding of the aspirations of Church Leaders and the challenges they face in their ministries
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| * Proficient in MS Office and IT systems generally
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| * A full UK driving licence
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| **Skills & Competencies** |  |
| * Excellent English Language and communication skills, both written and verbal, with networking skills and the ability to interact with others.
* Confident and enthusiastic public speaking ability, committed to communicating Hope for Justice’s mission and values externally
* Able to provide high quality administration
* Analytical and flexible approach to decision making and problem solving; with the ability to make swift and sound decisions within the role
* Able to work to deadlines and work extended/flexible hours if required
* Ability to delegate and manage projects
* Professional
* Calm under pressure
* An understanding of and ability to work with volunteers at all levels
* Strong affinity for the work of Hope for Justice
* Excellent time management and able to prioritise own work
* Working in a team, and supporting and developing others
* Working with change
* Decisiveness
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| **Review** |
| Date Completed | 07.12.16 |
| Version Number | 1.0 |
| Approved By | CEO |