**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. | | |
| **Person Specification** | | |
| **Experience & Qualifications** | |  |
| * Educated to at least A level standard and/or be able to show relevant work based experience | |  |
| * Sales and Marketing experience with a proven record of sales achievements | |  |
| * An understanding of the aspirations of Church Leaders and the challenges they face in their ministries | |  |
| * Proficient in MS Office and IT systems generally | |  |
| * A full UK driving licence | |  |
| **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 |