

COMPASSION ACTS

Recruitment pack

Influencing & Partnerships Manager

www.compassionacts.uk

C♥MPASSION ACTS

Do you want to make a difference in the campaign to reduce poverty and promote social wellbeing in our local communities?

Do you have a passion for reaching out to decision makers, leaders, entrepreneurs, educators, faith & community groups?

Can you turn that passion into tangible actions and real partnerships which transform perceptions about poverty and Foodbank use and which bring people together for a common goal?

Yes?

Then we want to hear from you.

You may have experience in business development or community work. You may have a background in PR, journalism Marketing or Public Affairs. You may have worked in politics, fundraising or policy.

We are more interested in you as a person with transferable skills, you as a person with your own characteristics, rather than just your previous job titles.

BACKGROUND

- Compassion Acts, is a Christian charity committed to reducing poverty and increasing wellbeing. It was formed in 2017 and rebranded in 2019. Our best known service is Southport Foodbank (Trussell Trust model) but we also have four other projects which are all about reducing poverty and increasing social wellbeing.

[Food Pantry](#) - [Next Steps](#) - [Community Money Advice](#) - [Welfare Benefits Advice](#)

- We are about to embark on an ambitious 4 year Strategic Framework called ‘Going Upstream’, which puts *prevention* of poverty and the crises that lead to foodbank use right at the heart of what we do.
- In 2020 we were awarded ‘Pathfinder’ Foodbank status by the Trussell Trust, one of the first selection of Foodbanks in the UK to achieve this status.

We want to build a consensus among community leaders, individuals and decision makers in Southport & Formby:

- Poverty comes in many forms, affects people from all backgrounds and together we can come up with solutions
- Poverty is preventable
- Foodbank use is as a last resort and not a part of a standard social provision.
- We can change minds and hearts about what poverty is and isn't
- We can transform the goodwill and food donations we receive, from a series of seasonal peaks, into resources for all year round poverty reduction interventions.

Join our team, and together we can make a real difference

PERSON SPECIFICATION

A person with proven administrative and IT skills	essential	App/int
A relevant degree level qualification or equivalent work experience/vocational route	essential	app
A good all round education with confident communication skills	essential	app
A planner who can set and meet objectives	essential	interview
Hands on experience in a busy team, empathetic and dynamic - with a 'can do' attitude.	essential	App/int
Someone with work experience which can be applied to the charity sector or a willingness to learn how charities operate.	essential	app
Possess necessary values to work comfortably in a Christian charity	desirable	app
Political sensitivity and experience in a policy making context	desirable	App/int
Proven ability to communicate with individuals and groups to promote changed perceptions and activity.	essential	App/int
A creative person with experience of delivering campaigns, online and offline, working with a range of media tools.	essential	app/int

TASKS & RESPONSIBILITIES

1. External Relations

- Produce a stakeholder map and a media plan
- Take lead responsibility for continuous improvement of the charity's website
- Recruit and line manage volunteer media officers, volunteer community fundraisers and volunteer influencers/champions.
- Work with the CEO and others to produce the bi-monthly e-newsletter and an updated suite of printed promotional resources which back up the messaging agreed in the media and influencing plans.

2. Influencing

- Develop the charity's Influencing Plan, working with the Trussell Trust and other key stakeholders
- Link in with other Foodbanks in the Liverpool City Region to influence policy change with decision makers at that level. Collaborate where possible with Influencers in Trussell Trust Foodbanks and other poverty reduction charities.
- Lead on the charity's engagements with decision makers such as councillors, the area's four Members of Parliament etc
- Launching and maintaining Community Action Groups, in faith and other settings, which will take forward the key actions from the plan – such as advocacy for change in policy or attitudes.
- Contribute to the charity's plans for increased Participation by its service users in our activity through a new 'service user group'

3. Partnerships & Donor management

- Intervene at an early stage with well crafted letters and calls, to donors both ad hoc and regular, to explore options for deeper partnerships and other conversations around the charity's campaigns and messaging. Work with the Finance Officer to identify systems in this regard and ensure that donors are thanked and communicated with.
- Contribute to, and take a lead as appropriate, on certain funding bids
- Be part of the Fundraising Group within the charity.
- Liaise with corporates and community groups to have a calendar of awareness campaigns/events that support the influencing and fundraising aims of the charity. Seek arrangements with companies which promote smarter donations.
- Work with the CEO on overlaps with the Church relations plan
- Develop partnerships with and repurpose resources from Church Action on Poverty.

4. General

- Contribute to management team meetings and to covering for team members and at busy times and during annual leave.
- Deputise for the CEO at meetings where appropriate
- Other appropriate task commensurate with the role
- Maintain and manage any relevant policies or regulatory frameworks – leading on ensuring the charity signs up to the Fundraising Regulator and the Living Wage Foundation

TERMS & CONDITIONS

- ✓ Working within a small multi-disciplinary team based in Southport. Number of hours, *up to* 33 per week, to be determined based on candidate's circumstances and availability.
- ✓ £13.13 per hour, in line with the charity's management structure
- ✓ Personal Development Review process which offers opportunities for further training or opportunities within or beyond the charity.
- ✓ Fixed term contract to 31 August 2023. Renewable subject to funding.
- ✓ Contributory Pension scheme with the employer paying 6% of salary into the scheme
- ✓ 25 days paid annual leave in addition to public holidays
- ✓ Your wellbeing taken seriously : with access to complimentary counselling and spiritual direction

Apply now?

Apply to Richard Owens, CEO, Compassion Acts, St Peters Centre, St Peters Road, Southport PR8 4BY

Or email hello@compassionacts.uk With a CV and full covering letter. In these documents please include how your skills, experience, attitudes and vision makes you a good candidate to join our dynamic team. Use information available in the internet and in this recruitment pack to help you.

Closing date for applications:	26 th March 2021
Preliminary interviews via Zoom:	31 st March 2021
Final interviews, including a presentation:	7 th April 2021

This role is funded via the Trussell Trust's Pathfinder Programme

