



Job Title:	Communications and Fundraising Officer
Line Managers:	Director/Communications and Partnerships Manager
Location:	Brunswick Court, Bristol
Hours:	22.5 hours per week, part time
Salary:	£18,000 per annum, pro rata
Interview Date:	Tuesday 18 th December
Start Date:	Monday 7 th January (or as soon as possible after)

About the Role

This exciting role combines creative operation over PHASE Worldwide's day to day communications including writing, editing, scheduling and publishing content across multiple online channels as well as print and marketing campaigns. The role also includes managing fundraising from individuals and campaigns, donor administration, and supporting our GP mentoring programme in Nepal.

About You

PHASE is looking for a passionate and charismatic communications and social media enthusiast with a talent for writing fresh and engaging content, a creative mind for design, and working with inspiring imagery. PHASE want a passionate people person to join us on our journey of reaching new audiences and raising funds to support our project work in Nepal.

About PHASE Worldwide

PHASE Worldwide is a Bristol based organisation that has been working in isolated areas of Nepal for over 13 years. PHASE empowers remote communities through sustainable health, education and livelihoods projects to make lives easier by creating opportunities and choice. PHASE Worldwide is in its first year of a new three-year strategy so it's a perfect time to join a growing and fast paced organisation.

To Apply

Please submit a one page covering letter outlining why you fit the role and your CV to tom@phaseworldwide.org by 23:59 on Sunday 16th December. Successful applicants will be notified by 5pm on Monday 17th December. Interviews will be held on Tuesday 18th December.

Please note, PHASE Worldwide is an Equal Opportunities Employer and is committed to ensuring that all staff are motivated, skilled and rewarded for their work. PHASE Worldwide is committed to safeguarding vulnerable people and expects all employees to share this commitment. PHASE Worldwide has a specific Safeguarding Code of Conduct and Policy.

Responsibilities and Duties

1. Communications

- manage and create content for different channels including website, blog posts, social media, and newsletters.
- follow and build our current communication strategy and increase awareness and engagement
- ensure that all communication supports PW and is coherent to branding and tone of voice
- monitor and evaluate all communication activity to seek improvement
- draft press releases and liaise with publications to raise the profile of PW
- promote events and fundraising initiatives to support other fundraising streams
- using project reports to create communications that proves the impact of our work
- create and deliver organisational messages in innovative ways

2. Supporter Administration and Regular Givers

- send communications when funds are received to all organisations, individuals, and corporates
- update and maintain PHASE's CRM database
- set up and thank new regular givers
- ensure that regular gifts are paid every month and monitor lapsed donations
- prepare two sustainer newsletter mailings per financial year
- seek and maximise opportunities to secure regular gifts through creative methods

3. Individual and Major Givers

- responsible for supporter stewardship and retention with the aim of increasing income
- develop and deliver a calendar of targeted supporter fundraising communications
- establish a donor journey that will engage and retain supporters
- organise and manage a major donor portfolio and work with the Director in managing these relationships

4. Campaigns

- organise and run an annual campaign to secure income and raise awareness

5. Supporter Events

- develop and nurture relationships with supporters who could be potential fundraisers
- research and communicate with local community groups, churches, and schools

- encourage and create supporter fundraising events

6. GP Volunteer Management

- be point of contact for GPs before they leave for Nepal
- manage the GP volunteer process with PHASE Trustees

Job Essentials and Desirables

Essential (E)

- A driven and charismatic approach with a willingness to learn
- Excellent written and verbal communications skills
- Experience of copywriting for a range of audiences; proven ability to write about complex issues clearly and effectively
- Proven IT skills in developing and uploading content including images and video to multiple channels
- IT administration skills including competent knowledge of Excel and Word
- Good knowledge of using all social media platforms
- Experience in tracking analytics and media coverage across a range of channels
- Ability to talk about our work effectively in an exciting and inspiring manner and an appreciation of the communications needs of charity fundraising
- Experience of working or volunteering in fundraising
- Demonstratable people skills and ability to work with a wide range of people

Desirable (D)

- Educated to a degree level, with a preference for candidates from communications, marketing, or a writing background
- Knowledge of charity CRM databases
- Experience of using InDesign, Photoshop or similar
- Experience of running fundraising campaigns