



Job Title: Communications and Fundraising Officer
Hours: Part time, two days per week
Wage: £20,000 - £24,000 pro rata, depending on experience
Duration: Contract until end of March 2015, with potential to make permanent
Start Date: 1st December 2014
Location: Tent, York House, 207-221 Pentonville Road, London, N1 9UZ
Reporting to: Director

CHIPS is seeking a passionate and skilled Communications & Fundraising Officer to develop both our online and offline communications, seek funding from trusts and grants, and to work with the Director on other fundraising activities. There is potential for expansion of the role in 2015.

Background:

CHIPS is a small registered charity working to contribute to peace in areas of conflict and tension around the world. We have worked on projects across the globe in our 48 year history, now focusing on work in Ghana and a new project in Brixton, South London.

We have developed a consistent core methodology which is extremely flexible for these varied contexts. This is outlined by the following:

CHIPS is Christian

We believe in one God the Father, the Son and the Holy Spirit. We believe we are required as Christians to put our faith in God into action by loving our neighbour. We believe Jesus Christ is the ultimate peacemaker in dying on the cross to reconcile man to God and man to man, and we base our approach on regular study of Jesus' ministry.

CHIPS seeks to be a catalyst for peacemaking at the grassroots

CHIPS peacemakers live and pray with people in areas of tension, living at the level of the local people. CHIPS team members engage in practical action which makes it easier for the conflicting parties to reconcile themselves with each other.

CHIPS seeks to demonstrate reconciliation in its teams

CHIPS teams include people who belong to both sides of the conflict and demonstrate peace themselves as they live, work and pray together, and in how they resolve conflicts within the team.

CHIPS is Non Denominational and Non Sectarian

We do not discriminate on the basis of colour, race, ethnicity, gender, nationality, religion, or disability. We seek to build peace between peoples whether the conflict is ethnic, religious, economic or of any other cause.

Job Purpose:

CHIPS is seeking a passionate and skilled person who wants to enable our peacemaking work to flourish by:

- Managing our digital and offline communications with supporters
- Building and developing fundraising relationships with individuals, trusts and foundations
- Developing relationships with churches
- Leading on trust and grant applications
- Developing and implementing our existing fundraising and communications strategy

CHIPS is made up of a small team in the UK. The role will be based in Central London working closely with the Director to seek to develop CHIPS fundraising and communications. This will be the first time that someone has been employed in this role for CHIPS, so there is significant opportunity to develop and shape the role in a way that will enable mutual flourishing of the employee and employer.

If the successful applicant can show in the contracted period that an ongoing and wider communications and fundraising remit would be valuable to CHIPS, there should be ability to expand the role from April 2015.

Person Specification:

Required skills, experience or characteristics:

- Experience of fundraising for a charity or charitable activities
- Experience of digital comms, particularly developing web and social media content
- Proven experience of successful trust and grant applications
- Excellent skills in building and sustaining relationships with supporters
- Excellent written communication skills, including letter, article/blog, and application writing
- Excellent computer skills, including publishing and presentation software
- Practiced and confident verbal communication skills, with ability to network and speak in public
- Capable of organising and managing own workload and prioritising a variety of projects
- Fast learner and creative thinker, with desire to grow skills set and try out new ideas
- Relational, enthusiastic, excellent team worker with a heart for peace
- Committed Christian

Desirable:

- Experience of CRM systems and databases
- Graphic design / artistic eye

Application Process:

1. Email a cover letter (max 1 page) and CV to Paul Rose on jobs@chipspeace.org (please also email if you have any questions about the role)
2. Deadline for applications is 9am Monday 10th November
3. Interviews to be held 17th/18th November