



# PARTNERSHIP DEVELOPMENT COORDINATOR

INFORMATION PACK



BY APPOINTMENT TO THE KING OF KINGS  
SERVING YOUNG PEOPLE  
FOR OVER ONE HUNDRED YEARS

# URBAN SAINTS

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## URBAN SAINTS

### OUR MISSION AND VISION

Our mission is to make young disciples for Jesus. Our vision is to become an effective disciple-making movement; reaching young people in every community in the UK and Ireland.

We are achieving this by implementing a missional strategy which gathers, loves, disciples and launches children and young people of all backgrounds, that they might live like Jesus and be part of God's church; actively seeking lives that lead, serve, evangelise and change the world.

95% of young people do not actively engage with Church. Urban Saints exists to meet these young people wherever they are and introduce them to Jesus.

Our amazing volunteer leaders gather young people and children together with brilliant weekly Groups, an exciting Christian programme, wonderful Camps, Residentials and Overseas Adventures. Tens of thousands of children and young people have been loved, discipled and launched into the world to make a difference for Jesus Christ through Crusaders and Urban Saints.

None of this will be possible without a growing number of partners and supporters who are inspired to commit to pray, advocate, volunteer and finance the mission to the young people of the nation.

The Partnership Development Coordinator is a new role that will rekindle contact and support from the hundreds of thousands of people who have benefited from Urban Saints in the past (previously known as Crusaders). They will also take responsibility for the contact and marketing aspects of our Supporter Database - developing a deep understanding of our supporters' interests and preparing well-targeted contact files for our communications in print, by email and social media.



# THE ROLE

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## OVERALL PURPOSE OF THE ROLE

This new role is to develop new partnerships with past contacts, attendees and graduates of camps, groups, residentials and overseas trips, new major donors, Trusts and supporters. The new partnerships are key to building the momentum, prayer, advocacy, volunteer support and finance that will help us to fulfil the vision. Our fundraising strategy targets an increase from the current £1.0m to £2.6m per annum over the next three years.

In addition, the new role will lead on marketing intelligence - preparing well-targeted contact files for communications in print, by email and social media - and ensuring the integrity of our database for contacts and marketing.

## KEY RESPONSIBILITIES

New supporters – to deliver the new supporter initiatives in the fund-raising strategy so that Urban Saints achieve our annual plan and long-term vision. The initiatives identified so far are:

- Reconnecting and encouraging significant numbers of dormant supporters on the database to restart supporting Urban Saints.
- Finding significant numbers of past Crusaders, Urban Saints, camps, residentials and Energize users who want to keep in touch and support Urban Saints.
- Exciting potential supporters about the new strategy with stories of transformed young lives so we attract new supporters and in particular regular donors.

Marketing Intelligence and Contact files:

- To prepare well-targeted contact files from the Supporter Database for use in fund-raising and by Marketing & Communications – in print, by email and by social media.
- To upload contact response files into the Supporter Database.
- To develop a deep understanding of the interests of our contacts and supporters.
- To develop and produce reports.
- To automate processes.

Database integrity for contacts and marketing:

- To keep contact data up-to-date.
- To ensure compliance with the contact and marketing aspects of Data Protection legislation and Institute of Fundraising best practice across the organisation.
- To upload details of communications sent into the Supporter Database.
- To upload changes in communications preferences into the Supporter Database.

Major donors and Trusts – to support the Business & Marketing Director and CEO by researching and helping start partnerships with new major donors and Trusts.

Community:

- To contribute actively to the Christian community of Urban Saints - attending weekly worship, Staff Chapel and daily prayers.
- To attend monthly team meetings and the monthly national Gathering.

*(The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.)*

# THE PERSON

## PERSON SPECIFICATION

**You will be able to demonstrate the following:**

ATTRIBUTE	ESSENTIAL	DESIREABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• B' at A Level in Mathematics or equivalent</li> <li>• 'B' at GCSE or O Level English Language, Literature, Humanities or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree</li> <li>• Institute of Fundraising qualification</li> <li>• Institute of Marketing qualification</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Managing Database integrity</li> <li>• Database reporting</li> <li>• Data management</li> <li>• Data modelling</li> <li>• Advanced Excel</li> <li>• Strong organisational skills</li> <li>• Fast worker with attention to detail</li> <li>• Credible with major donors and Trusts</li> <li>• Letter writing</li> <li>• Researching opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Crusaders and Urban Saints</li> <li>• Strong interpersonal and communication skills</li> <li>• Hypothesis testing</li> <li>• Designing trials</li> <li>• Project management</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Managing Database integrity</li> <li>• Database reporting</li> <li>• Data management</li> <li>• Data modelling</li> <li>• Advanced Excel</li> <li>• Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising, volunteer and supporter relations in a charity</li> <li>• Previous connection with Urban Saints or Crusaders</li> <li>• 5+ year's work experience</li> <li>• Range of Christian experience</li> <li>• ThankQ</li> <li>• MailChimp</li> <li>• Social Media</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Excellent team player wanting to contribute to the overall ministry</li> <li>• Patience and perseverance with data</li> <li>• Developing volunteer and supporter relationships in a charity setting – natural compassion, a great listener, encourager and communicator</li> <li>• Inspires trust with staff, volunteers, donors and Trusts</li> <li>• Can-do attitude - takes initiative and works with light supervision</li> <li>• Personal integrity – evidence of discretion, honesty, open-ness and excellence</li> </ul>	
CHRISTIAN ETHOS	<ul style="list-style-type: none"> <li>• Demonstrable commitment to the Christian aims and ethos of Urban Saints</li> <li>• Active prayer and devotional life, attending a local church regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading or helping Christian youth and/or children's ministry</li> </ul>

## BENEFITS

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- 25 days holiday plus eight bank holidays (pro rata)
- Pension scheme – we contribute 6% to the Urban Saints pension scheme.
- Life assurance – you will receive life assurance cover to the value of four times your annual pensionable salary.
- Flexible working – we offer flexible working arrangements to optimise work/life balance.
- Eight volunteering days (pro rata) – you will have an opportunity to volunteer for one of our events or a similar charity of choice.

## TERMS AND CONDITIONS

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Salary:	£29,000 - £34,000 pro rata depending on skills and experience
Contract:	Permanent full-time OR permanent job share, starting April 2019
Hours:	37.5 hours a week (open to flexible working)
Responsible to:	Business and Marketing Director
Working Relationships:	The role works closely with the Supporter Relations Coordinator, Marketing and Communications, Operations (Supporter Database) and the Business & Marketing Director.
Location:	Urban Saints Support Centre, Luton (open to flexible working)

All applicants must be committed to the aims, ethos and values of Urban Saints. All appointments are subject to a satisfactory DBS check and references.

Given that the organisation is seeking to promote and live out a Biblical lifestyle following Jesus, there is a genuine occupational requirement that the applicant must be a committed Christian with an active faith.

## HOW TO APPLY

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To apply for this role send an email to [recruitment@urbansaints.org](mailto:recruitment@urbansaints.org) with:

- your CV
- a completed Recruitment Monitoring Form (available from [urbansaints.org/partnershipdev](http://urbansaints.org/partnershipdev))
- a covering letter which includes answers to the following questions:
  1. Why have you applied for this role and why does it appeal to you?
  2. Please tell us about your spiritual journey and how you understand God's call on your life.
  3. What three words would your close friends use to describe you?
  4. Please tell us about your approach to fundraising.

**The closing date for applications is 24th February 2019.** Interviews will be as soon as possible after this date.