

Partnerships Team Assistant

Job Title:	Partnerships Team Assistant
Job Type:	Full-time
Reporting Manager:	Development Executive
Department:	Partnerships
Office:	London
Date:	November 2021

Who we are:

IJM works to end modern day slavery, human trafficking, and other forms of violence against people living in poverty. We are a global team of lawyers, social workers, community activists and other professionals in 33 offices across 23 countries. We have a big vision – to protect half a billion and make justice for people in poverty unstoppable.

IJM in the UK supports this global mission by raising awareness; raising funds to support our operational work around the world; mobilising a movement across all parts of society, including the UK public, media, Christian Church; and providing thought leadership, leveraging our unique global experience to influence leaders across Government, businesses and institutions.

Summary aims of the role:

The Team Assistant will play a key role in IJM UK's new Partnerships team, working closely with three sub-teams to provide brilliant administrative support. The role will help to co-ordinate a variety of fundraising, church and community events as well as external communications in order for us to serve our supporters and partners as best as we possibly can.

Duties and responsibilities:

Partnerships team support

- To provide administrative support for IJM UK's fundraising programme. This may include organising meetings for relationship managers, responding to communications and requests from donors, supporting the preparation of reports and proposals as well as bespoke communication with our partners
- To provide administrative support for donor events, such as galas and donor-dinners, including invitations, technical support and thanking
- To oversee the administration of church and champion events, such as church leader gatherings, and Champion training days, using tools such as Eventbrite
- To provide administrative support for trips to the field, and bespoke donor 'experiences'
- To work alongside relationship managers to ensure donors and partners are thanked in a timely and efficient manner
- To help to co-ordinate strategic meetings, including preparing agendas, and circulating minutes
- To complete research tasks to inform strategic engagement, especially around acquisition of new donors and partners
- To provide project management support, for specific projects across the partnerships team
- To maintain IJM UK's CRM system with supporter data and activities across different partnership streams, including mid-level and major donors
- To provide insightful reports and analysis of IJM UK's donor-base, to help support strategic engagement
- To provide excellent internal communication between the sub-teams of the partnerships team
- To communicate with donors when necessary, ensuring they have an excellent experience of IJM UK.

Office Management

- To support the day-to-day running of the IJM UK London office including premises management and quarterly team away-day planning
- Working with the Operations Executive and IJM's Global Technology Services (GTS) team, help to manage IJM UK's IT infrastructure and hardware as well as the organisational asset register.

Spiritual Formation

- To participate in the rhythms of IJM UK's spiritual formation practices, including leading corporate prayer reflections on a rotational basis, daily stillness, corporate prayer, quarterly prayer retreats and an annual day of solitude
- To respect, uphold and work within IJM UK's Christian Identity.

Person Specification

Skills, qualifications and experience

Essential:

- Proven excellence in administrative tasks, with a sharp eye for detail
- Excellent oral and written communication skills
- Project management skills
- Understanding of fundraising CRMs and their functionality
- Proficiency in MS Office
- Ability to work independently, multitask and prioritise a busy workload

Desirable:

- Experience of using Salesforce
- Understanding of the UK charity sector

Critical Qualities

- There is a significant requirement for the post holder to have a personal commitment to the Christian faith (as defined by the Apostles' Creed) as functions within this role will require knowledge and personal experience of the Christian faith and will be promoting the organisation's Christian identity and spiritual formation practices*
- Passionate to combat human trafficking and modern day slavery, working to help people out of situations of violence and into safety
- Being customer service oriented with a passion for IJM's vision and mission
- Being a team player and a trustworthy colleague
- Professional in demeanour, with discretion, mature judgment, and a servant-hearted attitude.

Position Details

Location and Travel Requirements

- Work-related travel may be required within the UK from time to time, where time off in lieu (toil) is offered.

Contract and Compensation

- Position is full-time, on a permanent contract basis
- The compensation package is negotiable depending on professional experience, comprising a salary (band £25,000 – 27,000 per annum) plus 7% pension contribution. IJM UK also offers an additional benefits package with a positive and fun working atmosphere
- Location is London. Flexible working arrangements will be considered.

Application details

- Please submit a covering letter (maximum two pages) explaining why you are suitable for and interested in this post. Please demonstrate how your skills, experience and personal qualities meet the requirements of this role and why you are interested in the work of IJM
- Please also supply your CV detailing relevant experience and a supporting statement of Christian Faith (up to one-page) describing your faith journey, current spiritual disciplines and how you see your faith as relevant to your involvement with IJM
- Applications should be emailed to contact@ijmuk.org with the subject line *Partnerships Team Assistant Application*. If you have any questions about the role, please don't hesitate in contacting IJM UK's Development Executive hannah.holloway@ijmuk.org
- The deadline for applications is **09:00 on Wednesday 1 December 2021** with interviews being planned for 8 and 9 December 2021.

****This post is subject to an occupational requirement that the holder be a Christian under Part 1 of Schedule 9 to the Equality Act 2010***