



The Church of Scotland  
World Mission Council

## JOB DESCRIPTION

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<b>Title of Post:</b>	Mission Partner – Resource Mobilisation and Communication Manager
<b>Council:</b>	World Mission Council
<b>Responsible to:</b>	Africa and Caribbean Secretary based in Edinburgh and locally in country you will report to the The Executive Director of Church and Society Programme (CSP), Synod of Livingstonia, Church of Central Africa Presbyterian.
<b>Location:</b>	Mzuzu, Malawi
<b>Date:</b>	April 2018
<b>Purpose of post:</b>	<p>Managing resource mobilisation strategies in relation to the activities of CSP, major donors, community groups and individuals in order to secure funds of diverse resources.</p> <p>To provide the Executive Director and other relevant staff members with appropriate and timely information in order to meet monitoring, reporting and compliance duties to the donors and the governing board of CSP</p>

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*It is recognised that the Mission Partner will carry out diligently the duties set out in this job description including ensuring that sustainability is encouraged in that the Mission Partner will support the Church and Society Programme as they train a relevant person or persons to take over these areas of responsibility over a defined period of time.*

### **Main duties:**

#### **Strategic task**

- Help the Executive Director to implement the 2017-2022 Strategic Plan which is supported by specific resource mobilisation strategy in order to ensure that the strategic goals are achieved

#### **Resource mobilisation tasks**

- Work closely with the Executive Director and other staff and consultants, identify relevant Foundations and write suitable applications for funding.
- Take a lead in building relationships and influencing relevant donors
- Work closely with other staff members to develop strategies to ensure any match funding is secured
- Work closely with the Executive Director to devise a list of potential donors and support the Executive Director to build deep and ongoing relationships with those individuals and institutions

- Where appropriate work with external stakeholders to write and submit high quality applications in accordance with relevant donor guidelines
- Liaise with all staff to ensure information required for donor reports is collected in a full, accurate and timely manner.
- Ensure high quality donor reports are submitted to deadlines
- In order to open new sources of income, conduct internal and external networking to ascertain the donor requirements and communicate this learning with Church and Society Programme
- Act as a signatory for all financial transactions

#### **Administration**

- Maintain good donor records, provide accurate and relevant information with regard to income secured, applications submitted and any other relevant donor information
- Monitor all fundraising activities and campaigns to allow for evaluation and future planning
- Set up and maintain funder database

**Person Specification: Mission Partner – Resource Mobilisation and Communication Manager**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, abilities and knowledge</b>		
Excellent written and verbal communication skills	√	
Fundraising experience from a variety of sources including foundations and individuals	√	
Experience of writing successful narrative applications aligning with planning and monitoring tools and budgets and writing donor reports	√	
Experience of using social media for communication/fundraising		√
Computer literate with good knowledge of Microsoft Office Suite)outlook, Word, Excel and PowerPoint, etc	√	
Sound financial literacy (understanding budgeting and financial reporting processes)	√	
An ability to work independently as well as part of the team	√	
Ability to identify and critically review opportunities for funding and collaboration with a view to continuously develop and identify new innovative ideas		√
Ability to manage multiple work streams in an organised manner ensuring that key deliverables are met on time	√	
Ability to work productively in a fast paced environment with tight deadlines	√	
Excellent analytical and research skills and ability to learn quickly	√	
<b>Personal Qualities</b>		
A natural self- starter who has proven track record of initiating and driving process and meeting targets	√	
Consistently approaches work with energy and a positive, constructive attitude	√	
Demonstrate openness to change and actively seeks solutions to challenges and complexities	√	

Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	√	
Commitment to the values of Church and Society	√	
<b>Qualifications and experience</b>		
Educated to Degree level in a relevant subject such as Development, Economics, Gender studies, Peace and Conflict studies, or other related field.	√	

## Mission Partner – Resource Mobilisation and Communication Manager

### Terms and Conditions of Employment

#### Basic Outline

Length of contract:	3 years
Salary:	The salary for this post is based on a scale from £24,630 to £27,843 per annum. Whilst in post overseas the annual salary will be adjusted for UK tax equivalent and the UN cost of living rate.
Pension:	World Mission Council has a defined contribution pension agreement available for eligible employees. This is not contracted out for the purpose of any state pension provision. Overseas staff are required to complete a questionnaire to see if they are eligible to join the scheme. If it is not possible World Mission Council will pay an equivalent amount which could be used for personal pension provision arrangements.
Location	The post is based in Mzuzu.
National Insurance:	Payable by Council while posted overseas
Emergency Travel Insurance:	Premium payable by Council
Accommodation:	Provided by
Holidays:	30 days per annum plus 10 public holidays as per handbook
Airfares:	Fares at beginning and end of contract
Luggage Allowance:	The Council supplements the free airline baggage allowance by an additional 75 kilos per person at the rate of unaccompanied passenger baggage. Infants not in receipt of free airline baggage allowance receive 20 kilos (extra) at the accompanied baggage rate.

**The closing date for all applications is 12 noon on Friday, 4 May 2018. Interviews will be held in Edinburgh.**