



The  
Leprosy  
Mission



# Recruitment Pack

Community Partnerships Manager (East of England)

May 2024

Registered Charity No. 1050327

A Company Limited by Guarantee Registered in England and Wales No. 3140347



## Intro, vision and values

**The Leprosy Mission (TLM) is the world's largest leprosy-focused organisation, a pioneer in our field, with over 150 years' experience serving people affected by this disease. As a leading international Christian development charity, comprising members from approx. 30 countries, we work with people of all faiths and none to defeat leprosy and bring transformation in the lives of people affected.**

Today, one person every two minutes is diagnosed with leprosy. It's a disease of poverty, striking the most vulnerable. Left untreated, it causes permanent disability. Stigma means that people affected by this disease are often rejected by those closest to them.

Our goal is to see a leprosy-free world. Our vision is for "leprosy defeated, lives transformed" meaning a world with zero transmission, zero disability and zero discrimination.

As one Global Fellowship our Christian identity is at the heart of who we are and everything we do. Our values are:

**Compassion:** We care deeply for others particularly those adversely affected by leprosy and those most in need.

**Integrity:** We work with honesty and transparency with a seamless correlation between our message and our actions.

**Inclusion:** We value all individuals, we promote equal access and opportunity to all, and are committed to removing discrimination and other barriers, enabling people to live life in all its fullness.

**Justice:** We promote dignity, respecting and fostering human rights.

**Humility:** We foster servant leadership and view everyone as equals.

**The Leprosy Mission Great Britain (TLMGB) works in 10 countries across Africa & Asia to defeat leprosy and transform lives. We raise funds, promote research and innovation, and support our partners to strengthen health systems, providing life changing health care services, skills training and opportunities for those who have been excluded and rejected by society.**





## Our Chief Executive Officer

**Thank you for your interest in this vacancy, I am delighted that you're considering working for our amazing organisation and want to help us to defeat leprosy, forever.**

I have been working with TLM Great Britain (TLMGB) for over a decade, firstly as a volunteer and now as the Chief Executive Officer. I am as humbled today as I was when I visited a leprosy community for the very first time. There are many barriers preventing people affected by leprosy from coming forward for treatment. Unfortunately, the barriers are not always tangible, all too often it is the stigma of leprosy that is the hardest to overcome. Working with our overseas partners, we help communities and individuals affected by leprosy build their knowledge, skills and confidence to improve their wellbeing, challenge injustice,

provide for their families and contribute to society; transforming lives.

Last year our incredible supporters and funding partners gave over £11 million to change the lives of people affected by leprosy.

A career at TLMGB is exciting and fulfilling. Every employee at TLMGB is a changemaker, you'll be changing the lives of people who have been rejected by society and there's nothing more rewarding than that!

We are a professional and supportive team, we have a culture of growing and learning together, providing extensive training in fundraising and international development. We have awarding winning levels of staff engagement and are Charity Times and Third Sector award winners.

Here from our staff what it's like to work at TLMGB [Jobs \(leprosymission.org.uk\)](https://leprosymission.org.uk)

In addition, whether it's part of delivering your role or not, everyone has the opportunity to visit our work overseas during the course of their career.

TLMGB is a friendly, positive and collaborative place that feels more like a family than a workplace. If you would like to join our team serving those affected by leprosy together, we'd love to hear from you!

### **Blessings**

**Peter**

**Peter Waddup**

**Chief Executive Officer**



## What you will be delivering

### MAIN PURPOSE OF JOB

To develop and deliver ambitious regional fundraising plans to maximise local support, provide exceptional stewardship and achieve financial targets in line with Community Fundraising Strategy.

To build a network of regional volunteers, proactively seek new opportunities and promote best practice in community fundraising

### POSTION IN ORGANISATION

- Reports to Community Partnerships Team Manager.
- Member of the Fundraising Team.

### SCOPE OF JOB

- Delivery of the Community Fundraising Strategy within a designated region, identify new income streams and recruit and retain new supporters from: Churches, Diaspora, Faith groups, Schools, Regional Corporates, Rotary and community groups
- Actively manages volunteers with varied skills including administration, desk-based research, public speaking, networking and understanding of other faith groups, and, in cooperation with Line Manager, provide training and share information across volunteer groups.

- Working with other members of the Fundraising Team to actively promote legacies and provide pipeline to Partnerships Team.

### DIMENSIONS & LIMITS OF AUTHORITY

- Responsible for a team of volunteers.
- Generates an agreed regional income target, ensuring ROI of role is at least 3:1.
- Works at least three Sundays every month to present at churches (with time off in lieu on Monday or Friday).
- Extensive travel within region, including attending meetings at the Peterborough Office requiring overnight stays approx. five to six times annually
- One overseas trip every 24 months for up to 14 days in duration, with the purpose of taking key funders to visit projects.

### DUTIES AND KEY RESPONSIBILITIES

#### Delivery of the Community Fundraising Strategy within an allocated region

**70%**

- Identify new income streams and recruit and retain new supporters from: Churches, Diaspora, Faith groups, Schools, Regional Corporates, Rotary and community groups





## What you will be delivering

- In coordination with Community Partnership Team Manager, deliver regional fundraising strategy for income growth, and proactively seek new business opportunities.
- Work with Digital Fundraising & Marketing Manager and Creative Content Producer to seek new ways of engaging churches and community digitally, including projects and events promotion.
- Develop digital and live talks and sermons, as well as presentation materials for a variety of audiences.
- Develop regional prayer support and actively participates in TLMGB and wider TLM family prayer meetings.
- Promote regular giving via Direct Debit to individual supporters to meet annual targets.
- Encourage new supporters to provide their contact details after hearing a talk to grow our donor base.
- Plan feedback/reporting requirements at least 6 months in advance, delivering excellent bespoke stewardship programmes.
- Record all correspondence and communications with supporters on Salesforce.
- Thank all donations within three working days.
- Develop digital and live fundraising events programme, including sponsored activities.
- Lead on the development and delivery of local community events which are led by volunteers as appropriate.
- Develop and cultivate relationships with participants of sponsored events to maximise income and encourage repeat participation.
- Proactively research and attend business networking groups to develop relationships and generate income.
- Analyse ROI of all activities to inform future planning, reporting learning within quarterly reviews for individual region.
- Contribute to fundraising and budget planning, providing information to feed into management reports as required.
- Work closely with Campaigns and Insight Manager and Digital Fundraising & Marketing Manager to ensure consistent messaging and cross fertilisation of giving and fundraising.
- Keep updated on and adhere to fundraising regulations, safeguarding policies, GDPR and industry best practice guidelines

**Actively manages volunteers with varied skills including administration, desk-based research, public speaking, networking and understanding of other faith groups, and, in cooperation with line manager, provide training and share information across volunteer groups.** **20%**

- Working with the wider Fundraising Team, plan annual activities including development of products for community groups, leading on tailored resources such as fundraising packs, presentations, sermons and asks.
- Support local volunteer groups to develop new partnerships and engage the wider community.



## What you will be delivering

- Support volunteers in their organisation of local fundraising events, including the generation of publicity, ensuring all Health and Safety requirements are met through the use of appropriate risk assessments.
- Identify opportunities to engage and retain church Leprosy Ambassadors.
- Arrange volunteer speaking schedules across a variety of audiences.
- Ensure that volunteers receive feedback, ongoing training and recognition.
- Develop and maintain presentation material for volunteer speakers.
- Ensure that volunteer activity is recorded on Salesforce, including expenses so that ROI can be tracked.
- Ensure that all recruitment procedures are followed including compliance with internal Safeguarding, Data Protection and Health and Safety procedures.

### **Working with other members of the Fundraising Team to actively promote legacies and provide pipeline to Partnerships Team.**

**10%**

- Work closely with the Legacy Officer, creating opportunities to share the message of legacy giving with supporters as appropriate.
- Identify possible higher-level givers, corporates and Trusts, and share with relevant Fundraising Managers.



## Who are we looking for

Passionate about helping those who are marginalised you will have proven experience of delivering growth in a community fundraising or a business setting, with the ability to implement strategies, guidelines and other tools to support best practice in community fundraising / business development. In addition, you will have experience of preaching and be confident leading church services, ideally, in a variety of church settings.

### Essential knowledge and skills:

- Educated to degree level or equivalent relevant professional experience
- Entrepreneurial, results-driven and able to work on own initiative
- Persuasive and engaging; able to make a financial ask with ease
- Relationship building skills, with the ability to develop effective working relationships
- Ability to network face to face and on conference calls
- Excellent verbal and written communication skills
- Excellent presentation skills, comfortable in adapting to different audiences e.g. corporate, faith groups etc
- Excellent understanding of working digitally
- Strong analytical skills with the ability apply data insight to their strategic decision making
- Excellent IT skills, including intermediate PowerPoint and Excel.
- Good attention to detail.
- Excellent volunteer management skills, able to recruit, retain, motivate and train volunteers
- Ability to prioritise work, meet deadlines and work under pressure
- Ability to work across all faiths.





## Who are we looking for

### Terms of Appointment

- The position is home-based within the East of England Region (Postcodes **AL, CB, CM, CO, HP, IP, LU, MK, NN, NR, PE, SG, and SS**)
- Valid UK Driving Licence
- Extensive travel within region, including attending meetings at the Peterborough Office requiring overnight stays approx. five to six times annually
- Approximately one overseas trip every 24 months for up to 14 days in duration
- Works at least three Sundays every month to present at Churches (with time off in lieu on a Monday or a Friday)
- The successful candidate will be required to undertake an enhanced DBS disclosure and a Work Health Questionnaire
- TLMGB is an explicitly Christian charity, and this role will represent the Mission's purpose and ethos to external audiences. You will be a confident speaker with the ability to adapt your style to suit all church denominations. As the successful candidate will be required to undertake biblical research to locate appropriate scripture for use in TLMGB written material and pray with supporters, there is an occupational requirement for the Community Partnerships Manager to be a committed Christian.





## Benefits of working for TLMGB

Not only does having a career at TLMGB offer fulfilling job satisfaction and impact but we take seriously investment in our best resource – our people.

We review our salaries annually for cost of living and we regular survey the market to ensure that we're paying as competitively as possible.

As employee of TLMGB, you will be able to access the following benefits:

### **Holiday Entitlement**

We have 25 days annual leave plus 8 public holidays. Part-time staff receive a pro-rated entitlement. We also close the office for the Christmas week and we are not required to save days from our annual leave entitlement for this.

### **Hours**

Our contracted hours are 35 per week (potential for job share if two suitable candidates are identified during the recruitment process). This role requires working at least three Sundays every month to present at churches (with time off in lieu on Monday or Friday).

### **Pension and Life Assurance**

We have a non-contributory pension scheme and life assurance cover, with the organisation providing 10% contribution into our pension and four times our salary

life assurance cover.

### **Volunteering Leave**

We believe in the power of volunteering, that's why we offer every employee 14 hours volunteering leave per annum. You can volunteer your time in which ever way suits your interests and preferences. The principle of this benefit is to create positive impact through volunteering.

### **Wellbeing**

Wellbeing is important and we partner with specialist organisations to support us to support you being well.

Our non-contributory Health Cash Plan reimburses a wide variety of medical related treatments up to agreed limits. It also includes an Employee Assistance Programme offering support across a range of work and personal issues.

Other benefits include enhanced Maternity, Adoption, Shared Parental and Paternity pay.

**The salary for this vacancy is circa £30,000 per annum (depending on experience) plus expenses for using own car.**



## Other information

**TLMGB has a zero-tolerance policy towards any abuse, neglect and exploitation of all people. Successful candidates are expected to understand, sign and comply with all organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. Recruitment to all roles within TLMGB includes criminal record checks and the collection of relevant references. A criminal record will not necessarily bar you from joining us as an employee; this will depend on the circumstances of any offences.**

We are committed to diversity and welcome applications from appropriately qualified people from all sections of the community, who have permission to work in the UK.

**To apply and for more information on these roles (including our Annual Report and Annual Review) and the work of TLMGB please visit:**

[www.leprosymission.org.uk](http://www.leprosymission.org.uk)

Registered Charity No. 1050327

