

The Nehemiah Project

Relationships Manager (OM) Job Description & Person Specification

Hours	35 hours per week – part-time considered
Reports To	Fundraising Manager
Place of Work	47 Tooting Bec Gardens, London, SW16 1RF
Salary	Competitive subject to experience

The Nehemiah Project is a small Christian charity, based in South London, that provides professional and life-changing support for men trapped in a spiral of addiction and crime. Our programmes address the root issues that cause men to turn to substance abuse, to help them to break free from addictive and criminal behaviour and to begin to rebuild their lives. The ideal candidate will be passionate about helping us promote the work that we do.

The main objective of the role is to develop and sustain relationships with significant partner agencies, especially the Order of Malta, to contribute to the development of Nehemiah and its charitable activities.

Job Description

- 1) To develop and manage relationships primarily with The Order of Malta, and other charities and agencies with whom Nehemiah works closely
- 2) To be the point of contact with the Order of Malta in particular, communications teams and with Order of Malta Volunteers, connecting them with Nehemiah Residents.
- 3) To act as primary liaison with churches and in particular with senior members of The Catholic Church in the UK who are working closely with Nehemiah.
- 4) To co-ordinate volunteering primarily with the Order of Malta.
- 5) To liaise with Nehemiah managers and staff about volunteers and the work they will do.
- 6) To facilitate fundraising events such as dinners, and other appropriate charitable occasions.
- 7) The role is likely to involve a certain amount of out-of-hours attendance at evening and weekend functions, and travel around London.
- 8) To reach out to and act as a point of contact for prison chaplains
- 9) To work with the Fundraising Manager to submit appropriate funding bids particularly those arising out of partnership activities.
- 10) Liaising with the Fundraising Manager on communications, marketing and materials, with a focus on the new partnership activity and appropriate branding and use of symbols.

Person Specification

- 1) Experience of liaising with and understanding of charities such as the Order of Malta
- 2) Good working knowledge of relationship management
- 3) Good marketing and communications skills – experience of social media in a professional context would be helpful
- 4) A working knowledge of writing fundraising applications
- 5) Practical experience of managing volunteers and involving them in the work of the Charity
- 6) Excellent organisational and administrative skills

- 7) Comfortable with working with religious and faith-based organisations
- 8) Commitment to the rehabilitation of men from crime and addiction and a passion to see their lives transformed.
- 9) Excellent written and oral skills; an ability to write for social media, web and print and speak to diverse audiences.
- 10) Highly self-motivated with the ability to work within a team environment.
- 11) Highly IT literate and familiar with Microsoft Word and Excel.
- 12) Ability to work under pressure or to deadlines
- 13) Behaves in an open, honest and ethical manner and acts with integrity.
- 14) Commitment to promote equal opportunities and diversity
- 15) The preferred candidate is someone who is committed to the Christian ethos of the charity

To apply, please fill out an Application Form and send to Lorna.Hawthorne@tnp.org.uk

References required

Application deadline: 6th March, midnight

Interview date: week commencing 13th March

Contact:

Lorna Hawthorne

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