



## Communications & Design Assistant

**Salary:** £19,597.50 per annum

**Hours of Work:** 37 ½ hours per week – full time (5 days a week). Some flexible deployment of hours will be necessary to fulfill the role for which time off will be given in lieu.

**Holiday Entitlement:** 5 weeks per annum pro-rata

**Reporting Relationship:** To the General Manager

**Responsible for Managing:** Communications & Branding

**Location:** 37 Portland Road, Hove

**Job Title:** Communications & Design Assistant

**Job Objectives:** To work with the team to handle communication including overseeing digital communications and branding/ design-related projects

### Main duties

- To have responsibility for online communication, individual supporters and branding, ensuring the continued ethos of a Christian charity
- You will be responsible for establishing new donors and retaining existing individual donors
- To develop and implement a plan for communicating and engaging with individual supporters via social media, in literature and face to face where required
- To design and create professional promotional material consistent with the branding at Off The Fence and to develop the current marketing material for fundraising purposes
- To oversee the social media and implement a strategy to increase individual engagement and giving, while keeping within the Christian ethos of Off The Fence
- To maintain and develop all areas of the existing website, in particular seeking to highlight and increase the fundraising capabilities of the Off The Fence website, ultimately striving to raise our charity profile and funds
- To utilise the Off The Fence website and social media for fundraising purposes and campaigns relevant to raising key funds from individuals, businesses, and volunteer recruitment
- To assist the fundraising team with generating gifts in kind and financial giving
- To attend both in-house training and other fundraising training courses
- Attend regular supervision, team/prayer meetings and be included on a rota for leading monthly bible devotions

Resisting poverty. Empowering people. Restoring hope.



Off The Fence Trust Limited  
Charitable Company No: 5300691  
Registered Charity No: 1108777



## Subject to review

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

## Person specification

### Essential:

- Good knowledge of Adobe InDesign / the Adobe Creative Suite
- Previous design and/or branding experience
- Strong interpersonal skills and ability to understand communicating with a range of people 'groups'
- Excellent verbal, written and presentation skills
- Ability to prioritise and work to deadlines
- Strong working knowledge of MS Office and MS Excel
- Determination to 'make things happen'
- Confident at speaking to potential donors
- Sympathetic to the aims and core Christian faith values of the Trust

### Desirable:

- Experience of web design and filming/editing video
- Strong social media experience, resourcefulness and competence
- Photography skills
- Training can be provided- no fundraising experience required

## Confidentiality

You should be aware of the confidential nature of this job. Any matter of a confidential nature must not be divulged to any unauthorized person.

Signed Line Manager

Date

Signed Post Holder

Date

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