

Fundraising Officer

Do you have a passion for resourcing student ministry? A love for creating clear and compelling messages? Excited to join a dedicated team making a difference, based in the heart of Oxford?



Who we are

We are passionate about students reaching students with the good news of Jesus.

For over 100 years, UCCF has equipped and empowered students to discover Jesus and live for Him on campus.

Christian Unions (CUs) are groups of students from a range of local churches who join together to help everyone at uni engage with the life-changing message of Jesus. They are led by students, resourced by UCCF Staff Workers and supported by the local church.

Each year, tens of thousands of students hear the message of Christ through CU ministry. Together, we are reaching students for Jesus.

Our values

Confident in the truth:

understanding, celebrating and defending the truth of the gospel.

Urgent in evangelism:

creative, engaging and persuasive proclamation of Christ crucified.

Passionate about unity:

gathering and uniting all Christians around the essential truths of the gospel.

Committed to the local

church: believing it is the primary and lifelong place of Christian ministry and discipleship.

Motivated by grace:

rejoicing in our salvation, serving one another and loving the lost.

Generous in world mission:

endeavouring to give and send so as to reach the students of the world.



Our Office Team

Based in the centre of Oxford, the UCCF office plays a vital role in facilitating the ministry of the Christian Unions. We're a small office made up of close-knit teams working together towards our vision. Office staff meet weekly for Bible devotion, prayer and news. Teams also gather in addition to this. We hold regular team and office wide training days to develop in our roles and enjoy time together. All staff participate in our national student conference, Forum, and our annual Training Conference.

The Role

The Fundraising Officer is a key role within our Development and Communications Team. This is an exciting time to join the team as we are increasing our fundraising capacity, to grow our care for supporters and to innovate to grow income. You will have a particular aim in this role to create supporter journeys for students and graduates along with wider input into our fundraising. You will have opportunity to develop new strategies and pathways for growing income. You will enjoy creating compelling campaigns, collaborating with a team and using data to drive strategy.

Salary: £24,500-£29,000pa, depending on experience

Location: UCCF's Office at Blue Boar House, Oxford (OX1),

Hours: Full time (36.25 hours/week), part time considered (minimum 0.6 FTE)

How to apply: See details at www.uccf.org.uk/jobs/fundraising-officer

Application closing date: 11.59pm Wednesday 22 January 2025

Interview date: Interviews will be held in Oxford on Monday 3 February 2025

Start date: As soon as possible, open to negotiation for the right candidate

Benefits:

- 30 days annual leave, plus public holidays
- 5% employer matched pension contributions
- Generous enhanced family leave and pay provision
- Free access to counselling and healthcare support including discounted gym memberships
- Modern and spacious central Oxford office with open-plan kitchen and eating area
- Facilities including secure bike storage and showers
- Cycle to work scheme
- Annual sight test
- Paid time at UCCF conferences and opportunities to take part in university CU events weeks
- IVP Books discounts
- Hybrid working with up to 40% time working at home, depending on the needs of the role, team and organisation. Initially full time in the office for induction.

Questions: If you have any questions or would like further information enquiries can be made to peopleteam@uccf.org.uk

Job Description

Job title: Fundraising Officer

Department: Development and Communications

Responsible to: Key Relationships Manager

Liaison with: Development and Communications Team, Employees across all UCCF teams, UCCF supporters, Relay Workers and students.

Key Responsibilities

1. Growing partnerships

Strategic supporter communicationn

- 1.1 Collaborate with the Key Relationship Manager to identify and pursue new funding opportunities.
- 1.2 Grow financial support through developing and delivering supporter journeys for students, ex-staff and Relay Workers.
- 1.3 Lead on delivering appeals to students, particularly at Forum.
- 1.4 Develop strategy for graduate CU students to aid their transition from student to graduate and to cultivate prayer and financial support.
- 1.5 Develop and deliver a pathway for Relay Worker supporters to become long term UCCF supporters.
- 1.6 Collaborate with others in the team to grow our supporter care.

2. Generating generosity

- 2.1 Work with the Development Officer to develop supporter journeys for staff personal supporters to grow a base of life-long supporters.
- 2.2 Work together with the Development Officer to develop a strategy for increasing donor retention amongst personal supporters of UCCF staff.

3. Sharing our ministry

- 3.1 Collaborate with the Development and Communications Administrator to develop summer conference strategy.
- 3.2 With the Communications Manager develop content for digital appeals specifically for students, recent graduates and ex-staff and Relays.
- 3.3 Contribute content as appropriate for monthly student email.

4. Shaping resources

4.1 Contribute to the creative life of the team by sharing ideas for innovation.

5. Other

5.1 Attend Forum, New Year Training Conference, and other student events/conferences/training as required, delivering training relevant to the role and engaging with the life of the wider organisation.

5.2 Representing the Development and Communications Team in meetings and wider organisational projects as required.

5.3 Work collaboratively with colleagues across departments to achieve organisational goals.

5.4 Work and lead in line with organisational values, policies and priorities.

Nature and scope: As the Fundraising Officer will be regularly involved in contacting supporters, churches and other outside organisations, it is an occupational requirement that the post holder is a believer in Jesus Christ as Saviour, Lord and God, and is in good standing with their local evangelical church, thus being in fellowship with the world-wide Christian family. They are required to sign assent to the Doctrinal Basis, to participate in UCCF collective worship and prayer and to model Christian discipleship in public and private life.



Person Specification

Essential characteristics

- Passionate about UCCF's vision.
- Initiative and proactive approach to tasks.
- Ability to work as part of a team.
- Self-starter able to work to objectives and collaboratively with others.
- Attention to detail.

Essential experience, skills and knowledge

- Excellent IT skills. Fluency with Microsoft 365 Suite, including Excel.
- Ability to work with data.
- Ability to take initiative, creating engaging ideas to attract donors.
- Excellent written and verbal communication skills, and ability to craft compelling appeals and campaigns.
- Listening skills, careful decision maker.
- Awareness and understanding of the importance of Equality, Diversity & Inclusion (EDI) and ability to translate this into effective action.
- Organisational and planning: ability to plan, coordinate and manage projects and resources, ensuring timely delivery and meeting pre-agreed expectations.

Desirable

- Degree educated.
- Experience using Salesforce Database.
- Previous experience with fundraising.
- Understanding of current giving trends.
- Understanding of how Gen Z and Gen Alpha engage with charities.
- Innovator, able to find problems and improve systems and processes.
- A digital native. Comfortable across all media and web platforms.
- Familiarity with donor segmentation and creating tailored supporter journeys.
- Knowledge across the church and charity context in Great Britain.
- Understanding or experience of Christian Unions and how UCCF functions as an organisation.

UCCF's Object and Ethos

UCCF was established nearly 100 years ago following years of university CUs being formed all over the British Isles. The following Object and Ethos is taken from the UCCF Constitution, which was drawn up in the 1940s. While the language used in it may not be so familiar for us contemporary readers, the vision and values unpinning it all is still the heartbeat of our work today.

UCCF is a fellowship of Christian people seeking to promote Christian religious belief by working to make disciples of Jesus Christ within universities and colleges in Great Britain.

Our object

The UCCF Constitution states that its object is:

To bear witness to Jesus Christ as Saviour, Lord and God in the student world of England, Scotland and Wales in accordance with the doctrinal basis of the Fellowship and in particular by commitment to:

- *Evangelism – to proclaim Jesus Christ as God Incarnate, Saviour and Lord, and to seek to lead others to a personal faith in him.*
- *World Mission – to call Christian students and others to obey God's commission to go into all the world with the gospel, sharing in this privilege by giving, praying and serving in every area of life.*
- *Truth – to help students and others to discover, study and spread biblical truth and to apply it to every area of private and public life and thought.*
- *Spiritual growth – to deepen and strengthen personal and corporate spiritual life through Bible teaching, study and prayer, so that the Holy Spirit may increase our Christ-likeness in character, behaviour and effective witness.*



Our Doctrinal Basis

The Doctrinal Basis represents the central truths of the gospel, which is the basis of UCCF's unity, the foundation of UCCF's ministry and the content of UCCF's message. We are unashamedly confessional and value gospel clarity and gospel unity. For more information, visit: uccf.org.uk/about/doctrinal-basis/why-we-have-a-doctrinal-basis

The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:

- a) There is one God in three persons, the Father, the Son and the Holy Spirit.*
- b) God is sovereign in creation, revelation, redemption and final judgement.*
- c) The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.*
- d) Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.*
- e) The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.*
- f) Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.*
- g) Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.*
- h) The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.*
- i) The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ like in character and behaviour and gives them power for their witness in the world.*
- j) The one holy universal church is the Body of Christ, to which all true believers belong.*
- k) The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.*

Our ethos

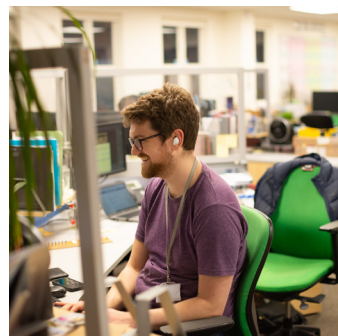
The Fellowship recognises its dependence on God for the provision of funds and of staff. Prayer is an integral part of the Fellowship's life in all divisions. Specific times during the working week are set aside for staff in the divisions to pray in groups. Committee meetings and staff business meetings include prayer, as do training events. In addition, spontaneous prayer is a natural part of Fellowship life. Prayer times often include Bible reading.

To model Christian discipleship, to eliminate hypocrisy and to maintain the Fellowship's integrity, UCCF is committed to a traditional biblical understanding of morality which is in accordance with all the historic, denominational formularies of the Christian faith. Staff are required to act and speak in a manner consistent with this commitment and to act ethically, both inside and outside the workplace, according to historic biblical standards of Christian behaviour (e.g. Exodus 20:1–17; Matthew 5–7; Galatians 5:19–23; Ephesians 4:25–32; 1 Thessalonians 4:1–12).

Occupational requirements





In line with schedule 9 of the Equality Act 2010, and in view of UCCF's objectives, ethos and support base, job roles at UCCF will fall into one of three categories of occupational requirement:

1. Individuals will be required to sign assent to UCCF's Doctrinal Basis, to participate in UCCF collective worship and prayer, and to model Christian discipleship in public and private life.
2. Individuals will be required to be in sympathy with UCCF's evangelical Christian basis, but will not be formally required to sign assent to the Doctrinal Basis. They will be expected to attend UCCF collective worship and prayer and to model Christian discipleship in public and private life.
3. Individuals will be required to be in sympathy with UCCF's ethics and moral standards but will not necessarily be required to be Christian believers. Such staff will need to be comfortable with the motivation and values which govern the way UCCF staff work, behave and relate to one another in the Fellowship. They need not (but may) attend UCCF collective worship and prayer and may be required to attend meetings at which prayer and Bible reading takes place. They will be expected to maintain UCCF's ethical standards in public and private life.



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