

Outreach Officer

Job Description

Type of position: Full time
Salary: £23-26,000 (depending on experience)
Closing date: 12pm, 20th February 2012

FairPensions is a groundbreaking charity which since its inception in 2005 has been successfully campaigning to change business practices that are negligent or harmful to people and the environment, by harnessing the shareholder power of large investors such as pension funds.

We are looking for an Outreach Officer to join our team. FairPensions has a growing number of member organisations in civil society as well as a database of 10,000 individual supporters who receive information about our campaigns, take actions and donate funds. The officer will lead on deepening member and supporter engagement.

Key Responsibilities

- Strengthen links with FairPensions' member organisations (trade unions, NGOs, faith-based orgs), with a focus on building new relationships with regional offices and local networks.
- Recruit new member organisations in the UK and overseas.
- Devise and organise attractive training and campaign events for member organisations and individual supporters.
- Working with our Media and Communications Officer, implement communication plans with member organisations and ensure a regular stream of engaging e-mails to individual supporters which provide them with news, campaign actions to take, and opportunities to donate.
- Identify and secure speaking and profile-raising opportunities for FairPensions amongst existing and potential member organisations.
- Keep well informed on the priorities and any key internal developments amongst FairPensions' members.
- Manage our Salesforce database of individual supporters and our contacts in member organisations.
- Develop and implement a donor care plan for individuals who make regular donations to FairPensions.
- Develop and implement a supporter development strategy for the organisation including:
 - Growing the number of supporters who take campaign actions.
 - Growing the number of supporters who donate to FairPensions.
 - Growing the number of supporters who recruit other engaged supporters.

Person Specification

Experience

Essential

- Demonstrable understanding of NGO supporter development with at least one year of experience in a comparable role.
- Experience of interaction or work with NGOs/Trade Unions/Faith Communities (preferably with at least 2 of these).



- Good track record of establishing and developing relationships with key people in external stakeholder organisations.
- Experience of event organisation.

Desirable

- Campaigning experience, including developing campaign actions for individual activists.
- Experience of preparing mass communications.
- Experience of working with and managing volunteers and reps.
- Experience of fundraising.

Knowledge & Skills

Essential

- Ability to inspire, motivate and lead (particularly people who are different from you).
- Positive enthusiasm for working with unions, NGOs and faith communities.
- IT literacy including experience of working with CRM databases and social media.
- Proven influencing skills with internal and external actors.
- Strong written and spoken communication skills.
- Strong planning, co-ordination and prioritisation skills and proven capacity to undertake varied tasks simultaneously to tight deadlines.

Desirable

- Knowledge of responsible investment, sustainability, human rights and/or development.
- A good sense of humour.

Applications

Closing date for applications: (noon) 20th February 2012

Interview date: 23rd February 2012

Application form available at fairpensions.org.uk/vacancies

To apply, please complete the application form and email it to info@fairpensions.org.uk or post to FairPensions, Trowbray House, 108 Weston Street, London SE1 3QB.

Further Details

Hours of work: 35 hrs per week. Occasional weekend and evening working will be required as will travel within the UK.

Holidays: 25 days per annum, plus the working days between Christmas Day and New Year's Day, plus public holidays.

Pension: 7.5% contribution from employer.

We value diversity and welcome applicants with experience in private, public or charitable sectors. We are an equal opportunities employer and welcome applications from all sections of the community.

