

# The Family Trust



## Candidate Information Pack

### Engagement Coordinator

**Inspiring the next generation to explore Christianity.**

The Family Trust, 4 Buckland Road, Maidstone, ME16 0SL | 01622 577960 | [familytrust.org.uk](http://familytrust.org.uk)

Registered Charity: 1162296 | Company Limited by Guarantee: 09453991

# Welcome

Thank you for your interest in this position. The successful candidate will become part of an amazing charity with an excellent reputation of over 35 years of supporting schools and churches. We are currently working in over 130 schools across Maidstone, Medway and Swale. In our work we seek to uphold our values of being Christ-centered, pupil focused and educational whilst maintaining high standards of integrity and excellence.

We believe it is a privilege to share our faith in Jesus, 'inspiring the next generation to explore Christianity'. We aim to demonstrate how the values and ethos of Christianity are still relevant to our daily lives. With this in mind, we respect that we are going into environments where there are children of all faiths and none. In addition to our school work, we greatly value the opportunity to partner with local churches and through these partnerships we have developed a wonderful volunteer network who support the work we do. This is something we look forward to expanding further.

Kind Regards

James Alder  
Charity Manager

## Job Description

<b>Job Title:</b>	Engagement Coordinator
<b>Location:</b>	Based at our office in Maidstone, working across Maidstone, Medway and Swale. Flexible working location dependent on the requirements of the role.
<b>Salary:</b>	£13,633 pro rata (£26,208 full time)
<b>Reports to:</b>	Charity Manager
<b>Summary:</b>	To foster relationships and coordinate communications to encourage engagement between supporters and the charity, to increase prayer support, volunteering and financial donations towards the work.
<b>Hours of work:</b>	Flexible working of 24 hour per week, term time only. Some evening and weekend working will be required.
<b>Closing date:</b>	Friday 9th February 2025, however we do encourage early applications and will close the vacancy early if suitable applicants apply before the closing date.

Inspiring the next generation to explore Christianity.

# Responsibilities

<b>Developing supporter relationships</b>	Accountable for implementing the Partner Churches and FT Champions models, in line with The Family Trust Church Strategy.
<b>Management of Records</b>	Accountable for keeping accurate churches database on the CRM. Responsible for maintaining accurate donations record through the CRM. Accountable for keeping accurate Gift Aid records and working with charity administrator to submit annual returns.
<b>Communications</b>	Responsible for developing the communications strategy and sharing regular clear and targeted messages. Keeping partners and supporters updated with current news, and opportunities to get involved with the work. Accountable for social media communications.
<b>Share in the overall work of The Family Trust</b>	Support fundraising efforts where practical and appropriate.  To undertake any other reasonable duties where needed to benefit the charity.

## How to apply

Please note there is a genuine occupational requirement for this post to be held by a Christian. If you would like to apply for the role of Engagement Coordinator, please follow the link to the [application form](#).

If you have any questions, please don't hesitate to contact us [katie@familytrust.org.uk](mailto:katie@familytrust.org.uk)

We look forward to your application.

# Person Specification

Area	Essential	Desirable
<b>Personal Skills</b>	Self-motivated, able to independently manage workloads and prioritise tasks. Able to work well with and encourage others in the team as well as externally. Able to equip and empower volunteers and supporters. Contribute to the work with a flexible and positive approach.	
<b>Presentation Skills</b>	Committed to being an ambassador for The Family Trust, upholding the organisations values. Comfortable, confident and passionate when public speaking and presenting to groups of children and adults in a church context. Committed to professionalism including appearance and time keeping.	
<b>Experience</b>	Experience of working and communicating within churches and Christian organisations. Proven fundraising experience. Knowledge of Gift Aid.	Experience managing records and submitting annual Gift Aid returns. Experience working with Primary and / or Secondary Schools.
<b>Communication</b>	Good public speaking and presentation skills. Good interpersonal, small group and individual conversation skills. Good telephone manner. Good written communication.	Proficient across various forms of social media, including Facebook and X (twitter)
<b>ICT Skills</b>	Fully IT literate including Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams).	Experience in using Beacon CRM. Experience of using the website builder platform Wix.
<b>Safeguarding</b>	An excellent understanding and approach to safeguarding children.	
<b>Transport</b>	Full UK driving license and access to a car with insurance covering business use.	

# Church strategy

## **Introduction:**

The Family Trust's mission is to Inspire the next generation to explore Christianity. To do this the charity needs the committed support of the local churches across Maidstone, Medway and Swale. The support is needed equally in three ways; through prayer (surrounding and upholding the ministry, staff and schools), through finance (monetary donations) and through service (people volunteering with The Family Trust). This document outlines how this support will be developed and maintained.

## **Strategy Responsibility:**

The responsibility for implementing this strategy will be that of the Engagement Coordinator, supported by other members of The Family Trust team as deemed appropriate.

## **Engagement Coordinator:**

The aim of this role is to develop and maintain the relationships with Partner Churches and the FT Champions, through regular communications and updates.

They will also maintain an accurate and up-to-date database recording the church leader, church office and FT Champion contact details, as well as records of donations from churches and individuals.

The FT Champions and Partner Churches will be invited to network gatherings hosted by The Family Trust at which updates will be shared and input can be given.

## **FT Champions:**

The role of the FT champion is to promote The Family Trust from within their communities, encouraging church engagement with the charity.

The FT champion will be equipped with relevant information and up-to date support needs that will be regularly communicated by the Engagement Coordinator.

The FT Champion will also be provided with material to run an annual 'Family Trust Sunday' in their church, this can also be supported in-person by a member of the Family Trust team if required.

They will be given specific materials or resources to support fundraising activities for The Family Trust at other points in the year.

The desire is that churches in Maidstone, Medway and Swale will know of The Family Trust and as a church community, feel part of The Family Trust ministry. Our hope is that they see the work of The Family Trust as an extension of their churches mission in their local communities and schools, and that they too can join in by praying, giving, or serving.

## **Partner Churches:**

The Family Trust aims to develop Partner Churches to support it's ministry, forging a stronger relationship between church and charity.

A Partner Church will ideally have an identified and named FT Champion within its community and support The Family Trust in the following ways.

A Partner Church is a church who pledges to...

Pray for The Family Trust regularly in a corporate manner or give the FT champion opportunities to share updates and news for prayer with the church community.

Give financially in a regular way, either by a monthly or annual standing order.

Serve by supporting a volunteer from the church to be involved in the delivery of The Family Trust activities , e.g. being a mentor, facilitating a Kingsquad group or leading at Chequer Tree Camp.