

We are recruiting

IcFEM Dreamland Mission is a Christian Charity that exists to support the work of IcFEM Kenya. IcFEM Kenya works to facilitate transformation of communities in Kimilili, Western Kenya.

We have an exciting opportunity to expand our UK team. We are advertising a part-time role with some flexibility within this for the right person. We are looking for committed staff who are self-motivated and have the skills and attitude to be independent workers.

The job has an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian who assents to our Statement of faith.

Operations Assistant

Part-Time: 15- 22.5 hours a week (flexible and negotiable)

Salary: £20,000-£26,000 PA (based on 37.5 hour week and depending on experience)

Annual Leave: 25 days PA plus Bank holidays and your birthday if it falls on a weekday. The office will shut 24th December - 1st January and these days will not be counted as part of your leave entitlement.

Accountable: Operations Manager

Location: Work from home but with regular meetings in the North West and Midlands

Contract: 3 Years (6-month probation)

Deadline for applications: 5pm on March 24th 2023

For further questions please contact our UK Operations Manager Aiden Lugg:

aiden@dreamlandmission.org

Please apply with the following:

A covering letter of not more than two pages, outlining your motivation and relevant experience for this role, explaining how you meet the person specification including your Christian faith.

A full CV, including responsibilities held and relevant achievements.

2 references should be supplied, 1 of which should be your most recent employer (or if that is not possible someone who has known you in a professional capacity).

Daytime, evening and/or mobile telephone numbers

This job is unlikely to attract a Tier 2 Certificate of Sponsorship (formerly a work permit). Applications from candidates who require Tier 2 immigration status to work in the UK may not be considered if there is a sufficient number of other suitable candidates. To apply for a Tier 2 Certificate of Sponsorship, employers need to demonstrate that they are unable to recruit a resident worker before recruiting an individual overseas. For further information, please visit: <https://www.gov.uk/government/organisations/uk-visas-and-immigration> We believe that this post will not be suitable for individuals on Tier 5 visas as these posts are not considered to be supernumerary to the organisation. For further details, please visit the UKVI website: <https://www.gov.uk/browse/visas-immigration/work-visas>

Operations Assistant

IcFEM Dreamland Mission is a Christian charity set up to help fund the work of IcFEM Kenya.

We have been running for almost 20 years with volunteers running a home-based UK office in the Midlands/NW England. We currently have income of £400k per year depending on the projects running. IcFEM Kenya is a locally run organisation in Kimilili, Western Kenya. IcFEM Kenya runs community projects as well as a school and hospital. The past five years have seen our work grow significantly, including the school and hospital which have developed into large institutions that are valued by the community in Kimilili and fit well into the local government set up.

We are looking for an individual who is ambitious to see our work grow and is motivated to work in an environment where we blend trust in God with human endeavour.

If you are enthused by our mission and are prepared to be flexible and adaptable to the needs of this charity we'd love to hear from you.

This role may have development opportunities in the future, joining our paid staff team of 1, with active volunteers. There is potential for flexibility within this role and we would be willing to discuss variation in hours worked. Some evening work will be required, as will some weekend work including assisting with fundraising and talks. There is opportunity to travel to Kenya to review our projects and we believe this is a vital part of the role.

Job description

Administration and donor communications

- Grow our donor base, in terms of individual donors as well as churches and other organisations
- Assist with the management of donor relationships
- Build good relationships with donors through regular individual and collective communication
- Ensure that our CRM is kept up to date with donor communications
- Manage and grow our social media following including Twitter, Facebook and Instagram

Project management

- Alongside the operations manager, and working closely with the Kenya team, manage the school sponsorship programme
- Assist in the coordination of UK funded, hospital projects
- Present own ideas for projects and start to take ownership of new projects
- Work with donors and organisations to assist with developing current and new projects
- Represent the charity externally and strengthen partnerships with all relevant stakeholders

- Assist the operations manager in monitoring and evaluation

Fundraising

- Alongside the UK trustees and operations manager identify funding opportunities
- Work with trustees and the operations manager to manage existing income streams
- Assist with writing grant applications
- Assist with seasonal fundraising campaigns
- Attend events and be willing to enthusiastically communicate the work of the charity to audiences

General administration and IT

- Assist with updating the website
- Develop a social media calendar and take responsibility for its implementation.
- Manage enquires both on the telephone and via email
- Assist with Co-ordinating volunteers both in the UK and those wishing to visit Kenya
- Assist Programme co-ordinator, operations manager and the Trustees with other administrative matters

Person specification

We are seeking a servant-hearted, emotionally intelligent, self-aware and authentic individual who is outward looking, an excellent communicator, level headed and tenacious.

Required experience

- Have relevant experience with transferable skills
- Experience of running Social Media accounts.
- Experience of administrative tasks
- Experience of coordinating policy and procedure
- Proven track record of being a team player
- Proven track record of good use of IT, including desktop software and web based applications
- Has excellent written English
- Experience of working with the highest levels of discretion, integrity and honesty

Desirable experience

- Experience of working in East Africa
- Experience of Big Give or is willing to learn
- Experience of website management
- Educated to degree level in relevant area or relevant professional qualifications
- Fundraising experience
- Experience of public speaking

- Experience of marketing in a charity setting
- Experience of working with volunteers

Required skills and abilities

- Good relationship management skills
- Have tact and diplomacy skills
- Excellent written and verbal communication, marketing and PR skills
- Have excellent IT skills including Excel and the ability to learn website management
- Highly organised, able to manage multiple tasks at once and under pressure, and adept at building good relationships
- Able to foster a culture of innovation and initiative-taking, creating a 'can do' atmosphere

Required knowledge

- Educated at least to A level or equivalent with GCSE Grade C/5 in English and Maths

Personal qualities

- An active Christian faith with an openness to engage in devotions in the office
- Willing to work with ethos of a Christian Mission including partaking in prayer meetings and church meetings
- Model professionalism and a passion for excellence
- Willing to be flexible and work some evenings
- Willing to travel to Kenya occasionally at the charity's expense
- Comfortable lone working or with only one colleague

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