

How to Apply for this Job

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves. Restoring those relationships is key to how we work, and we want to see change that is economic, material, environmental and spiritual. We are courageous, truthful, compassionate, servant-hearted and Christ-centred; values that are at the heart of Tearfund.

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty.

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can [search for vacancies](#), choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

JOB TITLE	Speaker Programme Operations Coordinator
GROUP	Global Fundraising
TEAM	Speaker Programme Team
LOCATION	Teddington
RESPONSIBLE TO	Speaker Programme Manager

PART 1 – JOB DESCRIPTION

1. PURPOSE OF THE TEAM

The Speaker Team is responsible for both securing speaking engagements in churches across the UK, recruiting and managing a team of high-quality volunteer Speakers and Ambassadors who will communicate God's heart for justice and inspire individuals within the UK Church to support the work of Tearfund.

2. MAIN PURPOSE OF THE JOB

To assist the Speaker Programme Team leader in managing the series of specialist speaking events we roll-out across the UK (known as tours); responsible for budgeting, coordinating, and implementing these fundraising events. To project manage the design, creation, and implementation of our annual speaking resources - working to budget and deadlines. Supporting the Speaker Programme Team to function efficiently: implementing effective systems, communications, and developing existing team processes for enquiry and data processing. General administrative support to the team and team leader.

3. GENERIC PURPOSE OF THE ROLE

To take responsibility for a designated area of the team's overall task or specific projects within the Speaker Team. Sharing the responsibility for the overall team task and being responsible for carrying out specific work packages. They will be Liaising with both internal and external contacts as they support the work and outcomes of the Speaker Team. They will be responsible for reviewing own personal development, and overall team tasks.

4. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- To attend corporate weekly Staff Prayers on Wednesdays, to hear of Tearfund's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection in the Team/Group
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's Christian beliefs.
- To maintain your own spiritual development.

5. POSITION IN ORGANISATION

This role is line managed by the Speaker Programme Manager. The Speaker Programme Team is part of the wider UK Churches Team, which sits in the Global Fundraising Group.

6. SCOPE OF JOB

1. To manage team systems, administration, enquiries and data management
2. To track team finances and budget, including forecasting and reporting regularly to the team leader
3. To Project Manage a variety of Speaker Programme Team initiatives and Event Manage Tours

4. To be the Speaker Programme Team point of contact in Teddington and work closely across teams on a variety of tasks
5. Maintains the integrity of information held on the supporter database

7. DUTIES AND KEY RESPONSIBILITIES

To manage team systems, administration, enquiries and data management

- To schedule team meetings, circulate agendas and take minutes
- To help manage the team inboxes and respond to volunteer and fundraiser enquiries
- Work closely with the Speaker Programme Manager to ensure all Volunteering policies, procedures, systems and data management are updated and maintained to reflect best practice in volunteering.
- Ensure the team has efficient systems and infrastructure to measure its outcomes
- Take initiative and leadership in establishing or changing systems
- Updating and editing key aspects of our team's webpages

To track team finances and budget, including forecasting and reporting regularly to the team leader

- Take initiative where processes within the Speaker Programme Team could be more efficient and implementing these.
- Track team spend against budget and update Team Leader
- Work closely with finance teams
- Preparing reports, collating information and data
- Point of contact for internal operations (e.g. facilities etc.)
- Organising and booking team days, meetings, training etc.
- Manage team administrative housekeeping

To Project Manage a variety of Speaker Programme Team initiatives and Event Manage Tours

- Manage logistics and admin for Speaker Tour events e.g. our "Cakes Bakes Faith" events with Martha Collison and Will Torrent, our Speaker training events, and our "West End has Faith" musical concerts, etc.
- Participate and lead in the running of these Speaker events(tours) - working closely with our ambassador team and venues/hosts to ensure the success of the events, travelling across the UK and leading the on-the-night logistics when needed.
- Work closely with the Church Communications and Church Partnerships team to find venues for events
- Liaise with churches and external providers for bookings, briefings, promotional material, stock and equipment etc.
- Working closely with the Speaker Recruitment and Training Manager, to coordinate necessary recruitment drives with internal teams, and to help manage the volunteer inbox
- To work within Tearfund's project management system to support a variety of projects within Speaker Programme team
- To brief the Creative team and work closely with them to deliver key materials and resources for our audience
- Communicate progress on projects to the team
- Manage schedules, feedback and stakeholders
- To be part of the project managers network with Tearfund

To be the Speaker Programme Team point of contact in Teddington and work closely across teams

- Point person in the office for other teams
- Work closely with a variety of teams across Tearfund including Finance, Fundraising, Creative, Brand and Comms, UK Churches Group, Supporter Services, Media.

Maintains the integrity of information held on the supporter database

- Updating any information on the database about churches gathered through general communications when required

PART 2 – PERSON SPECIFICATION

JOB TITLE: Speaker Programme Operations Coordinator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> HND/HNC or equivalent vocational qualification or proven ability to learn 	<ul style="list-style-type: none"> Project management qualification e.g. Prince 2 Degree
EXPERIENCE	<ul style="list-style-type: none"> Project Management experience Strong experience of dealing with figures and spreadsheets. Logistics and administration experience Refining or establishing new systems Organising, delivering and management of events Experience of volunteering and volunteer management best practice 	<ul style="list-style-type: none"> Digital experience – e.g. website content editing, mailchimp, social media Experience of a variety of Churches/ denominations Working with budget systems and budget management Experience in representing organisations externally Experience in Fundraising
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Highly IT literate and able to learn new computer software (e.g. mailchimp) Excellent interpersonal communication Ability to prioritise and cope with a heavy workload Confident in using own initiative and executing ideas Ability to mobilise team members and manage upwards effectively Clear thinker and communicator Excellent administrative and organisational skills 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian with a passion for the poor Passionate about serving and supporting team members Pro-active with drive to see plans and ideas outworked High initiative Strong commitment to delivery and task where needed Willingness for anti-social hours Adaptability Applicants will need a clean driving licence 	
OTHER COMMENTS	<i>All roles require a basic DBS check or a police check if the role is based outside the UK</i>	

TEARFUND
INFORMATION FOR APPLICANTS

JOB TITLE: Speaker Programme Operations Coordinator

OFFICE HOURS:

Monday to Friday 9.00am - 5.00pm with one hour for lunch.
35 hour working week

ANNUAL LEAVE - FULL YEAR:

25 days pro-rata
+ statutory bank hols
+ additional days at Christmas

SICK LEAVE SCHEME:

Based on length of service

NON-CONTRIBUTORY PENSION SCHEME:

Tearfund will contribute 10% of your salary to your pension. All staff are contractually enrolled onto the Tearfund group pension scheme

NEW STAFF SERVICE:

6 months probationary period with a 3 month review

Grade: 5

SALARY: £27,567