

WALSINGHAM TRUST

Registered Charity Walsingham Trust No. 265755

Pilgrim Bureau, Friday Market Place, Walsingham, Norfolk, NR22 6EG.
Telephone: (01328) 820217 hr@walsingham.org.uk www.walsingham.org.uk



Development Officer

The Walsingham Trust wishes to appoint a Development Officer who will be based within the newly established Development Office. The person appointed will work under the direction of the Executive Director of Development. This exciting new role offers an exceptional opportunity to help shape and develop an important area of the work of the Trust.

Responsibilities:

The Development Officer will be responsible for:

- The promotion of the Shrine.
- Communications related to the Development Office.
- Fundraising events, administration of the donor database, prospect research, and other related responsibilities as assigned by the Executive Director of Development.
- Assisting in the project management of the capital projects.

Essential skills etc:

- Understanding of the structures of the Catholic Church.
- Experience of working in communications, public relations or a related position.
- Be a strong team player who is also able to work independently.
- Be able to communicate with people of all ages and backgrounds.
- Have a warm and engaging manner and personality.
- Proven ability to write compelling, engaging and succinct copy.
- Ability to create project summaries, funding proposals and other written materials for internal and external audiences.
- Ability to prioritize and drive multiple projects and to respond to deadlines.
- Full clean driving licence.

Desirable skills etc include:

- Educated to University standard or equivalent.
- Experience in Fundraising.
- Experience in Project Management.
- Knowledge of UK Charity Law and current data protection legislation.
- Desktop Publishing skills, social media literacy - particularly in Twitter, Facebook and LinkedIn.

Please request the full Job Description by emailing "hr@walsingham.org.uk". Having seen the Job Description, if you wish to apply, you will need to do so by writing a full Letter of Application, detailing why you would like the position and how you meet the relevant criteria, and send it, along with your CV, to the "HR Manager" at the address above. Applications need to reach us by 5pm on Friday 6th October 2017.

Interviews will be held on Tuesday 17th October in Walsingham.