

Job Opportunity Supporter Care Officer

We are looking for an exceptional and enthusiastic individual to join our Fundraising and Communications team as **Supporter Care Officer**. The successful candidate will have demonstrable capability to manage our supporter database, implement and maintain data regulation across the charity, process donor thank-you letters and give proactive support across our fundraising and communications activities.

This new role within the team has accountability to ensure that the charity is compliant in its collection, processing and handling of supporter and fundraising data in accordance with new data protection law that is coming into effect in May 2018. In addition data protection support will be required across the charity. As such you will be keen to learn or develop your data protection knowledge and skills in order to support implementation across the charity.

This role provides community fundraising support to our challenge fundraisers, corporate and church partners. The ideal candidate will have a systematic approach to work, be detail-oriented and have excellent interpersonal skills. You will have the ability to build and maintain strong working relationships with staff, volunteers and supporters, having a collaborative and encouraging manner.

- *Salary: within the range £18,200 to £23,920 pa, subject to qualification/experience, paid on a pro-rata basis.*
- *Part-Time: 16 hours per week.*
- *Work Pattern: to be agreed with the Fundraising and Communications Manager.*

Crisis Centre Ministries is a Christian charity that has been working in Bristol for over 30 years. We are dedicated to helping those with life disrupting problems, such as homelessness and addiction, to establish healthy and independent lives.

There is an **Occupational Requirement** for each role to be filled by a Christian. Our Statement of Faith, Vision and Values are available upon request.

For further details and to request an application form, please contact our offices at the address given below or by e-mail at: admin@crisis-centre.org.uk

Applications, via an application form, must be submitted by 12 noon on Monday 17th July 2017 to be considered. Please clearly indicate the role that you are applying for on your application form. Submit your application to: HR@crisis-centre.org.uk. CV's may be submitted but only in support of the application form.

Shortlisted candidates will be invited for an individual task, a group exercise and an interview as part of our selection process.