

COMMUNITY CHAMPION

ROLE DESCRIPTION AND PERSON SPECIFICATION

Dear applicant,

Thank you for your interest in this post. Please find below some background information and other details to help you decide whether to apply for the position.

In the interests of equality, CVs will not be accepted so please use the job application form to apply. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

Enclosures:

- Role Summary
- Role description
- Person specification
- About us

Applications forms can be downloaded from the website www.otrbristol.org.uk and can be submitted by either email to recruitment@otrbristol.org.uk or by post to the address above.

The closing date for this role is **6pm, Monday 23rd April** and interviews will be held on **Tuesday 1st May** in Bristol. Candidates shortlisted for interview will be informed by telephone by **Friday 27th April**, so please ensure that you provide us with a phone number on which we can reach you. We will not contact unsuccessful candidates.

If you wish to have an informal discussion about the post, please contact **Liam McKinnon** on liam@otrbristol.org.uk or tel: **0808 808 9120 (option 4)**.

Yours faithfully,

Charlie Hubbe
Senior Finance & HR Administrator / Off the Record Bristol

ROLE SUMMARY

Job Title	Community Champion
Salary Grade	£18,638 - £21,734 (pro rata)
Hours	15 hours per week
Leave	Flexible - Your basic annual leave entitlement is 20 statutory days plus 8 statutory holidays (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	Up to 3% of above salary for standard contracted hours after completion of probation period.
Location	Based at 8-10 West Street, Old Market, Bristol, BS2 0BH
Reporting To	Marketing, Communications and Digital Manger
Job Purpose	<p>OTR is fortunate to have an ever-growing base of support within the local community. We are now regularly contacted by supporters doing amazing things to raise funds, awareness and advocacy for our work with young people across Bristol and South Glos. These people need encouragement and assistance so that they maximise their potential support and their efforts feel valued.</p> <p>The prime objective of this role is to identify, promote and nurture community involvement in OTR and champion fundraisers, donors, young volunteers and Shop customers</p>
Key Relationships	<ul style="list-style-type: none">● Marketing, Communications and Digital Manager● Graphic Designer● OTR's funders, donors and Shop customers● Local businesses and organisations● Young people

ROLE DESCRIPTION

Fundraiser and Donor engagement

- To encourage new income generation to OTR – scoping new donation and fundraising opportunities
- Engaging with existing supporters – offering guidance, encouragement and materials to maximise their experience with OTR
- Develop links with local individuals, organisations and community groups
- Organising and managing OTR's database of supporters
- Diarise and co-ordinate OTR speaking engagements at fundraising events
- Using digital and social media to promote fundraising and community activity to OTR's audiences (training provided)
- Encouraging donor and fundraising retention i.e. developing creative gratitude materials
- Co-ordinating community and fundraising materials

OTR Shop

- To embed the OTR Shop in the community
- To engage young people in the OTR Shop and support the advocacy, contributions and promotion of products
- To assist with the logistics and distribution of sales

General

- Working alongside the Marketing, Communications and Digital Manager to identify ways to promote all OTR community initiatives
- To engage in training and development appropriate to the role, including OTR's comprehensive internal training programme
- To be committed to the core values of OTR, including young people's empowerment and participation
- To work within the spirit and framework of all OTR policies, governance, and delivery philosophy

PERSON SPECIFICATION

	Essential	Desirable
Education & Training	<p>A good general standard of education and a demonstrable ability to apply knowledge</p> <p>Commitment to professional development and willingness to undertake training necessary for the role</p>	<p>Knowledge of issues young people face accessing support for mental health difficulties</p> <p>Fundraising/marketing qualification or similar</p>
Experience	<p>Experience of working effectively within a team</p> <p>Experience working on fundraising projects</p> <p>Previous contact with the public</p>	<p>Experience of working with volunteers</p> <p>Experience using social media in a professional capacity</p>
Skills & Knowledge	<p>Good organisational skills</p> <p>Good written and verbal communication skills</p> <p>Knowledge of mental health issues affecting young people</p> <p>An ability to communicate with supporters and young people from a variety of social and cultural backgrounds</p> <p>Demonstrable ability to work independently</p> <p>Excellent networking and motivational skills</p>	<p>Good knowledge of the Bristol and South Glos area</p> <p>Accurate database skills</p>
Personal	<p>A warm and non-judgmental nature</p> <p>A creative approach</p> <p>The ability to build and maintain meaningful relationships with supporters</p> <p>A personal interest in and commitment to young people's mental health and wellbeing</p>	
Other	<p>An ability and willingness to travel across Bristol</p> <p>Commitment to own professional development and willingness to undertake the training necessary for the role</p>	<p>A full, clean driving license</p> <p>A willingness to work flexibly, including some evenings and weekends</p>

ABOUT US

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none">- All theoretical models are wrong, but all of them are useful- Relationships are what make the difference- Mental health is social and political as well as personal- Social networks are more powerful than individual solutions- Building on strengths and capabilities is more sustainable than meeting needs and vulnerabilities- Participatory services are more effective than transactional ones- Our work is a vocation	<ul style="list-style-type: none">- Collaboration- Diversity- Learning- Sharing- Participation- Self-efficacy- Self-care- Transparency- Agency- Creativity- Social Action- Pragmatism	<ul style="list-style-type: none">- We're accommodating- We're integrated- We're thoughtful- We're supportive- We're open- We're resourceful- We're resilient- We're communicative- We're independent- We're imaginative- We're motivated- We're adaptable