

Job description

Head of Funding and Engagement (temporary 12 months contract)

Reports to:	Director of Evidence and Policy, Coeliac UK (aka Executive Director, ISSCD)
Based at:	Coeliac UK Head Office, High Wycombe, UK with some possible home working
Salary grade table:	GA3; circa £40k, 35 hours per week
Holiday	28 days
Line management:	1 x 0.6 FTE
The role:	An interesting and varied role. Employed by Coeliac UK to provide support for the functioning and financial stability and growth of the International Society for the Study of Celiac Disease (ISSCD).
The ISSCD:	The general objective of the International Society for the Study of Celiac Disease (ISSCD) is to promote scientific knowledge, education and quality of care in the field of coeliac disease and gluten-mediated human diseases in general and everything related or conducive to this in the broadest sense.
Coeliac UK:	<p>Coeliac UK fight relentlessly for people who live with coeliac disease, even those that don't know they have it. They challenge the effect of inequalities so that everyone has the opportunity to be diagnosed earlier and treated, regardless of who you are or where you live. When you know it's coeliac disease they are by your side to provide the support you need. This includes making sure that good, gluten free food is accessible for everyone who needs it. A cure for coeliac disease remains in their sights, and they're working hard to make it possible by initiating research and until then, improve lives.</p> <p>Coeliac UK supports the work of the ISSCD as objectives are aligned.</p>

Key responsibilities

- Seek and source funding to secure financial stability and enable growth of the ISSCD
- **Seek and source sponsorship for the ISSCD's flagship biennial event the International Celiac Disease Symposium**
- Provide advice and support to the ISSCD committees to secure funding
- Identify and establish a network of key stakeholders to assist the ISSCD in achieving its objectives
- Manage the ISSCD's website content and updates
- Manage and expand the ISSCD's social media channels and maintain a schedule of activities to increase engagement
- Process ISSCD invoices, grants and expense claims in collaboration with the ISSCD Treasurer and the approval of the ISSCD Executive
- Work with the ISSCD's support agency in the Netherlands
- Arrange ISSCD meetings including the annual General Assembly
- Prepare agendas and papers for ISSCD Board meetings
- Draft minutes of ISSCD meetings
- Draft copy for the ISSCD members' e-newsletter and other communications

- Filing and record keeping of ISSCD activities and key documents
- Prepare the ISSCD communication schedule working with the Executive

Knowledge, skills and experience

- Extensive relevant experience in fundraising, marketing and engagement
- Track record of funding success
- Graduate or equivalent
- Educated to GCSE standard including Grade C / 5 or above in Maths and English
- Excellent command of the English language
- Positive and confident people person
- Proactive and flexible approach
- Strong team player
- Unflappable, 'can do' attitude
- Excellent communication skills
- Attention to detail
- Excellent organisation skills
- Self-motivated, able to prioritise and work without supervision
- Knowledge and understanding of the General Data Protection Regulation (GDPR)
- Familiar with the different social media channels and creating posts for engagement
- CRM and website content management experience desired but not essential.
- Competent PC skills
- Competent use of Microsoft 365; Word, Excel, PowerPoint and Outlook
- On occasions willing to work outside usual hours to accommodate international meetings (different time zones)

Competencies

1: General profile
Experienced, fully competent in own area
Shares own expertise with others; provides guidance and support to others
Completes own role independently or with minimal supervision/guidance
May coordinate activities of the team
Level at which career may stabilise for many years
2: Technical expertise; building & maintaining
Has developed expertise in one area and some specialist knowledge in other areas
2: Technical expertise; applying & anticipating
Applies knowledge/skills to a range of standard and non standard activities
3: Client/organisation orientation; client response
Acts to understand and interpret client needs and offer assistance when not even asked
3: Client/organisation orientation; organisation understanding
Interprets internal/external organisation issues and recommends best practice in own discipline; applies to own role
3: Client/organisation orientation client response; costs
Aware of organisation needs. Takes action to monitor and control costs within own work horizons
4: Creating & delivering solutions; problem solving
Identifies key issues and patterns in complex and non complex situations and takes a new perspective on existing solutions to complex problems
4: Creating & delivering solutions; planning & organising
Manages own time to meet agreed targets, develops plans for projects in own area over the medium term, including forecasting, organising all resource requirements
5: Working relationship; communicating, negotiating & influencing
Adapts information/style to the audience, explains difficult issues clearly. Establishes consensus and attains agreement
5: Working relationship; teamwork, coaching & guiding
Promotes teamwork and motivates other team members
5: Working relationship; networking
Creates informal networks with key contacts within and outside own area

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of Coeliac UK in its role supporting the ISSCD.