



APPLICATION PACK  
ADVOCACY OFFICER

## CHARITY BACKGROUND AND OVERVIEW

Naval & Military Bible Society was founded in 1779 by George Cussons and John Davies, Lay Wesleyan Methodists, supported by the Christian philanthropist, John Thornton. The Society was initially called The Bible Society. In 1804 – when The British and Foreign Bible Society was founded – the name was changed to Naval and Military Bible Society, with Air Force added in 1961. The name reverted to Naval & Military Bible Society in June 2017, to reflect our work with seafarers and military personnel of all types and countries.

The Society's declared aim and mission statement were recorded with the date '8th of November 1779' on the front page of its first Minute Book:

*"For purchasing Bibles to be distributed among British Soldiers and Seamen of the Navy, to spread abroad (by the blessing of God) Christian knowledge and reformation of manners."*

William Wilberforce, the slavery abolitionist MP, Henry Thornton, Lord Palmerston and Rowland Hill are among a distinguished list of early Vice-Presidents and council members. In his active support of the Society, William Wilberforce was joined by other key figures in the Slave Trade Abolition Movement, including John Newton, Thomas Clarkson, Zachary Macaulay and Granville Sharp.

Our mission is to supply Bibles and Christian resources to the uniformed services, seafarers and associated organisations. Literature is provided on request and reimbursement is sought through donations and sponsorship to meet production costs and overheads.

As we look forward we recognise the need for Bible advocacy and engagement in transforming the lives of those who receive Scriptures and Christian resources from the Society. The Advocacy Officer post has been created to meet this need.

## **JOB DESCRIPTION**

<b>Title:</b>	Advocacy Officer
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	Up to £16,081 + employer's pension contribution.
<b>Based at:</b>	Castaway House, Twyford Avenue, Portsmouth, PO2 8RN
<b>Hours of work:</b>	20 hours per week (flexible to include weekend working)
<b>Contract:</b>	6 months initial contract with a view to a permanent contract thereafter.

## **JOB PURPOSE**

As Advocacy Officer you have a key role ensuring the effectiveness of the charity. You will raise the profile of Naval & Military Bible Society, and you will grow the charity's income, and the impact of our vital ministry. You will help us tell our story, tell it well and tell it often!

## **PROFILE AND SCOPE**

The general responsibilities you will hold include:

- Raise the profile of Naval & Military Bible Society, among churches and community groups
- Establish a prayer ministry within churches in support of Naval & Military Bible Society' work
- Attend Christian events and festivals to raise awareness of Naval & Military Bible Society' work
- Build a network of volunteers to speak about Naval & Military Bible Society' work, raise awareness and raise funds
- Conduct story gathering activities to capture the transformative work of the Gospel and attract interest and support
- Write grant applications and work with Christian trusts and foundations
- Develop an individual giving approach that engages Christian supporters (e.g. Bible-a-Month)
- Build relationships with distribution partners to expand the number of channels
- Upgrade the newsletter and increase circulation to Christian supporters
- Develop a communication for beneficiaries to encourage Bible engagement
- Manage the supporter database and ensure data integrity
- Any other duties which promote the mission of our charity

## **REPORTING RELATIONSHIPS & ORGANISATIONAL FIT**

The Advocacy Officer reports to the Executive Director, who is responsible for the day to day operations of the Society and accountable to the Board of Trustees.

The Advocacy Officer is a new role arising from recent organisational developments and there is therefore an opportunity to shape the role further to ensure organisational fit and optimum impact.

The post has no direct reports currently, but it is anticipated that volunteer management will become a critical part of the role as it develops.

## **LOCATION**

The post is located at Naval & Military Bible Society' Portsmouth offices and the Advocacy Officer is expected to live in working week commuting distance. Some national travel is expected as the role requires a considerable level of engagement with churches, at Christian events and with other supporter and volunteer groups. There will be occasional weekend working.

## **PERSON SPECIFICATION**

The person appointed will be a committed Christian with flair, energy, resourcefulness, practical intelligence, controlled creativity, adaptability, enthusiasm, drive and an uncompromising commitment to excellence.

You will have

- A good understanding of MS Office
- A knowledge of donor databases (training will be given on specific systems)
- Experience of working with volunteers and supporters
- A good understanding of the broad Christian church in the UK
- The ability to communicate clearly and effectively, both oral and written
- The ability to work on own initiative as well as part of a small team

You will have the ability to plan and prioritise your time in order to efficiently manage your workload, pursue opportunities and grow support. You will have the confidence to make effective decisions in solving problems to ensure your success in the role.

The post carries a Genuine Occupational Requirement of a Christian commitment – Regulation 7 (3) of the Employment Equality (Religion or Belief Regulation) 2003.

## **APPLICATIONS**

Applications should be on the form supplied with this pack. The short-listing stage will consider only sections 3-11 of the forms: please do not use your name in these sections of the form.

Applications should be submitted by email to Lt Cdr Matthew Thomas, Executive Director ([matthew@navalmilitarybiblesociety.org](mailto:matthew@navalmilitarybiblesociety.org)) to arrive no later than 0900 on Wed 20 December