

Job Title	Impact Officer	Salary Grading	Ministry Support	Status	Permanent
Reports to	Development and Relationship Manager	Occupational Requirement	Active Christian Faith	Work pattern	Part-time 24 hours / week
Job purpose	To enable the mission of Jesus Christ through enabling inHope's impact to be measured and evidenced, supporting external funders and other partners to understand the difference the charity makes and contributing to the Fundraising and Communications Team to meet or exceed annually increasing income targets.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Impact Measuring and Evidencing</p> <ul style="list-style-type: none"> • Create and maintain a charity-wide Theory of Change which enables inHope to articulate its vision, mission, outcomes and outputs. • Create and maintain an annual plan to monitor, collate and evaluate the impact of inHope service delivery, working with the Grants Officer and other colleagues to ensure grant requirements are met. • Develop and implement systems which allow data to be collected, stored and used to efficiently and effectively demonstrate inHope's impact. Ensure this system is operated in line with GDPR requirements. • Capture stories from clients, staff and volunteers that articulate the impact of inHope's work. • Work alongside colleagues within the FR and Comms team to produce inHope's annual Impact Report. <p>General Duties</p> <ul style="list-style-type: none"> • Support the wider work of the Fundraising and Communications team, including supporting other tasks & duties during periods of colleague absence/annual leave. • To support other inHope activities as appropriate. • To provide Christian pastoral care for colleagues within inHope. 		<p>Person Statement</p> <p>A motivated individual with a passion for managing data and fundraising. You have a sense of God's call to use your skills and experience in a Christian ministry. This is a role which largely focuses on demonstrating the impact of the charity; as a result you need to have excellent ICT, data evaluation and writing skills.</p> <p>Key Skills, Experiences and Qualities</p> <ul style="list-style-type: none"> • Has completed secondary education, with Maths and English at GCSE Grade C, or equivalent. • Has knowledge of how impact and outcomes can be evidenced and demonstrated. • Strong skills in data management, analysis and storage. • Numerate with a good knowledge of quantitative methods, analysis and statistics. Able to produce statistical analysis of organisational management information. • Good understanding of Theory of Change, outcomes and outputs, and able to utilise a compelling writing style to express inHope's impact. • Ability to prioritise own workload effectively to achieve deadlines. • Ability to build effective relationships with colleagues. • Experience of, and effective in, working in a team environment, including working alongside senior managers. • Ability to work accurately with excellent attention to detail. 		<p>Team</p> <p>The Fundraising and Communications team serves inHope by communicating the vision, mission, outcomes and outputs to existing and potential supporters and funding sources, developing existing relationships and establishing new ones.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> • Line managed by the Development and Relationship Manager with regular review meetings to communicate on progress against planned tasks and objectives. • To be an effective member of the Fundraising and Communications team working well with colleagues. • Liaison with service managers to plan and implement data monitoring, and to provide analysis of project impact. • To build good and supportive working relationships with the whole inHope staff team. • Member of the wider staff team, attending staff meetings and prayer times in keeping with the agreed work pattern. • To work alongside volunteers; supporting them with tasks that augment the work of inHope as necessary. 	