



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack **Community Champion**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **29th November** and interviews will be held on **7th December** in Bristol. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Liam McKinnon (Director of Engagement) - liam@otrbristol.org.uk**

Role Summary

Job Title	Community Champion
Salary	OTR Band B £22,212 - £26,539 Starting salary £22,212 (pro rata)
Hours	30 hours per week 0.8fte
Contract	Permanent
Leave	Flexible - our basic entitlement is 28 days (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	The People's Pension - 3% employer contribution on qualifying earnings
Location	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH (with some travel across Bristol / South Gloucestershire / North Somerset when required)
Accountable to	Fundraising Manager (Supporters)
Job Purpose	OTR has an ever-growing base of support within the local community, with individuals and groups doing amazing things to raise funds, awareness and advocacy for our work with young people across Bristol, South Glos and North Somerset. The prime objective of the Community Champion role is to identify, promote and nurture community involvement in OTR and champion fundraisers, donors, and those in the community supporting OTR with skill-sharing offers. The Community Champion will encourage and assist our supporters administratively and in-person so that they fully realise their ambitions to support our work, ensuring that they feel valued and driven. The success of this role will be measured by growth in community activity, increased number of new supports and subsequent income, retention of existing supporters, and positive feedback from the community.

Key Relationships

- OTR's community of supporters (fundraisers, donors, skill-shares)
- Fundraising Manager (Supporters)
- OTR's Comms Team (Director of Engagement, Digital Champion, Marketing and Communications Assistant, Graphic Designer)
- Local groups, shops and organisations
- Prospective supporters across the region - with a focus on new contacts in North Somerset

Role Description

Supporter Engagement	<ul style="list-style-type: none">• 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; responding effectively and promptly to enquiries and requests.• Writing and sending e-newsletter and social media content for the 'OTR Friends' channels such as Mailchimp, Buffer (training given).• Develop links with local individuals, organisations and community groups.• Organising and updating OTR's database of supporters.• Working alongside the Communications Team to use digital and social media to promote fundraising and community activity to OTR's audiences (training provided).• Develop and implement OTR's gratitude materials.• Coordinating community and fundraising materials / assets.
Events	<ul style="list-style-type: none">• Coordinate OTR's presence - both in-person and with materials / literature - at fundraising and community-based events.• Represent OTR at community events (and arrange appropriate volunteers to accompany) and where appropriate present / talk about our work.• Work with the Communications Team to provide coverage of fundraising events i.e. social media, photography / film.• Develop relationships with local venues to allow OTR to host its own fundraising events in neutral spaces.
Reporting	<ul style="list-style-type: none">• Use OTR's CRM system to record fundraising activity and produce regular reports to understand trends in our income generation.• Produce case studies and success stories of our supporters for usage across OTR's Impact Report, social media and website (alongside the Digital Champion).
General	<ul style="list-style-type: none">• Working alongside the OTR Communications Team 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 engage in training and development appropriate to the role, including OTR's comprehensive internal training programme.• To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding.• To ensure all paper and electronic personal records are managed and stored safely at all times.• To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • A good general standard of education and a demonstrable ability to apply knowledge. • Commitment to professional development and willingness to undertake training necessary for the role. 	<ul style="list-style-type: none"> • Fundraising / marketing qualification or similar.
Experience	<ul style="list-style-type: none"> • Experience of working effectively within a team. • Experience working on fundraising projects. • Previous contact with the public. 	<ul style="list-style-type: none"> • Experience of working with volunteers. • Experience using social media and e-newsletter software. • Public speaking experience.
Knowledge	<ul style="list-style-type: none"> • Good organisational skills. • Good written and verbal communication skills. • An ability to communicate with supporters and young people from a variety of social and cultural backgrounds. • Demonstrable ability to work independently. • Excellent networking and motivational skills. 	<ul style="list-style-type: none"> • Good knowledge of the Bristol, South Glos and North Somerset areas. • Knowledge of the diverse range of factors affecting young people's wellbeing. • Accurate database skills.
Personal	<ul style="list-style-type: none"> • A warm and non-judgmental nature. • A creative, energetic approach. • The ability to build and maintain meaningful relationships with supporters. • A personal interest in and commitment to young people's mental health and wellbeing. • An ability and willingness to travel across the region. • Commitment to own professional development and willingness to undertake the training necessary for the role. 	<ul style="list-style-type: none"> • A full, clean driving license. • A willingness to work flexibly, including some evenings and weekends.

About us

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none"> - We believe that our offer should be inclusive of all cultures and identities - We believe that young people have unique strengths, interests and circumstances - We believe that the world around us impacts our wellbeing - We believe in placing young people at the heart of our work - We believe in innovating and evolving to improve our offer for young people - We believe that relationships are what make the difference - We believe in the power of partnerships 	<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