



VACANCY FOR THE POSITION OF

# SUPPORTER CARE COORDINATOR

£19,000 – £25,000 (dependent on experience) plus pension. Full-time.  
Oxford, UK.



We are a movement of students sharing and living out the good news of Jesus Christ. Locally. Nationally. Globally.

IFES ministry is supported behind the scenes by International Services based in Malaysia, the UK and the USA.

This is a fantastic opportunity for a confident and proactive individual to join a Christian charity with unrivalled global reach. We are looking for an enthusiastic professional to join our International Services team in the UK.

IFES is looking for a dynamic, enthusiastic and proactive professional to fill the role of Supporter Care Coordinator. As a member of the Supporter Relations and Finance teams, the Supporter Care Coordinator will provide high quality customer care to existing and potential supporters through a variety of channels, with a focus in the UK. This role will process IFES income from receipt through to banking, communicating with supporters, staff and national movements as required. They will support IFES fundraising through researching, writing and submitting funding applications and reports to trusts and foundations, primarily in the UK.

As well as having a good understanding of Christian student ministry, the ideal candidate will have well-developed interpersonal skills and be able to work both independently and collaboratively within and across teams. They will be comfortable with multi-tasking and take the initiative to find new solutions. The successful applicant will be highly organised and structured, while able to adapt to changing priorities and needs. They should demonstrate strong numeracy skills and excellent attention to detail. They must be discrete and able to work appropriately with confidential and sensitive information.

If you recognise the importance of evangelical student ministry, are confident in your ability to work internationally, and are looking for a challenging role in a forward-thinking team, then enquiries can be made to [hr@ifesworld.org](mailto:hr@ifesworld.org).

Full job description and application forms available online: [ifesworld.org/jobs](https://ifesworld.org/jobs)

Completed application forms should be submitted to [hr@ifesworld.org](mailto:hr@ifesworld.org).

*Our primary calling is to pioneer and nurture a nationally-led student witness in every country of the world. The work of International Services is to support this frontline ministry.*

*IFES is an organisation with a distinctive Christian ethos. This post is subject to an Occupational Requirement under provisions made in the Equality Act 2010. Applicants should therefore demonstrate a firm Christian commitment and agree with the IFES doctrinal basis and ethos statement.*

*This job will not qualify for a Certificate of Sponsorship, so you will have to prove you have other means to work legally in the UK before we would consider your application.*

CLOSING DATE: PLEASE SUBMIT ALL APPLICATIONS BY 12 NOON ON WEDNESDAY 3 FEBRUARY 2021

INTERVIEWS: WEEK COMMENCING 8 FEBRUARY 2021