



## Communications & Fundraising Officer for Craig Lodge Trust

A rare opportunity to live and work within the context of a dynamic Catholic charity focused on mission

### **Craig Lodge is:**

- a House of Prayer where people come for a fresh encounter with the Lord
- a Mission House training young adults for mission
- the spiritual home to a Medjugorje-inspired Community

### **Job Purpose**

You will work with our staff team to develop and implement a communications and fundraising strategy to reflect the growth of Craig Lodge and associated ministries. You will be responsible for creating content for our website, social media channels, email newsletters, reports, mail outs, fundraising campaigns and growing and engaging with our donor-base.

### **Main Duties & Responsibilities:**

- To build Craig Lodge's online presence to share our values, promote our ministries and events and to attract applications to our Mission House
- To capture content for social media, film and print communications
- To maintain and update the Craig Lodge websites
- To support and enhance Craig Lodge fundraising initiatives
- To contribute ideas to strategy discussions on how to grow and develop Craig Lodge communications
- To grow the donor-base of Craig Lodge and increase the number of regular givers
- To develop an appropriate communications schedule for donor-base and ensure that donors are being appropriately thanked for their contributions

### Person Specification

Qualifications educated to degree level - desirable

Experience - although experience in communications work is desirable a demonstration of photography/film/design talent is more important to us

Skills - a thorough understanding of key social media channels is essential

- knowledge of webflow is strongly desirable
- good writing skills are desirable
- preferable understanding of email marketing
- preferable content creation skills such as video editing/graphic design
- knowledge of fundraising and how to appropriately thank donors

### Personal Qualities

- we are looking for someone who would welcome the experience of living with a Catholic community committed to prayer, service and evangelisation
- comfortable engaging with people and forming strong relationships both on the phone and through email
- a willingness to continuously learn more about communications and fundraising techniques
- a 'self-starter'
- you will be happy living in a rural setting
- you will be as happy to work as part of a small team as you are to work independently

**Values: a commitment to the values of Craig Lodge is essential**

### Reward

As a charity dependent on benefactors we are unable to offer high salaries - all positions therefore have an element of vocation. We can offer a salary of up to £22,398 depending on experience. Our salaries rise in line with CPIH each year. This position could be live-in, in which case a deduction would be made to reflect the value of the accommodation.

To apply please send your CV and a covering letter to:

Mrs Ruth Black  
Craig Lodge Family House of Prayer  
Dalmally, Argyll, Scotland, PA33 1AR  
E: [mail@craiglodge.org](mailto:mail@craiglodge.org)