
Fundraising and Communications Officer

About the Jesuit Refugee Service

The Jesuit Refugee Service UK is part of an international Catholic organisation, working in more than 50 countries to accompany, serve and advocate for the rights of refugees and other forcibly displaced people.

In the UK we have a special mission to people who are made destitute by the asylum system and people held in immigration detention. We believe in the intrinsic dignity of every person and work with refugees from across the world regardless of their race, gender, religion, or politics.

Our holistic services are co-produced with our refugee friends, shaped by their experiences and grounded in restoring dignity and agency to people rebuilding their lives.

Every year, JRS UK works with over 300 refugee friends from more than 80 different countries. Our work includes:

- **Practical support**, providing free food and toiletries, financial assistance, and mobile credit
- **Advice and casework** for those experiencing destitution, connecting refugee friends to immigration advice and other specialist services
- **Classes and activities** such as English lessons, music & drama sessions, prayer groups, and our social drop-in, a safe space where refugee friends can come for a hot meal
- **Accommodation** for refugees who are homeless; this includes our *At Home* hosting scheme, which matches refugee friends with individuals, families, and parishes, as well as two houses for longer-term accommodation
- **A legal advice service**, helping people progress their asylum case and find a long-term resolution to their situation
- **Detention outreach**, assisting people in detention with access to casework and practical support
- **Research and advocacy**, raising awareness of policy issues that shape refugees' lives and experiences

Fundraising and Communications Officer

JRS UK is recruiting two full-time Fundraising and Communications Officers as part of our Communications, Fundraising, and Advocacy team.

You'll be part of a mission that restores dignity, hope, and agency to people rebuilding their lives after displacement. Whether you're crafting a fundraising appeal, sharing stories on social media, or meeting with refugee friends to help supporters understand their experiences, your work will have real impact. If you're passionate about justice, creative in your communication,

and eager to build meaningful relationships, this is your chance to make a difference every single day.

Job description

1. Supporter engagement:

- Thank and record donations; maintaining up-to-date supporter records
- Support outreach through JRS UK events such as our Advent Service and report launches
- Represent JRS UK at external events such as Greenbelt festival or the National Justice and Peace Network conference
- Undertake talks and appeals in parishes or schools

2. Digital and Offline communications:

- Produce and distribute printed materials (e.g. quarterly newsletters; publicity materials; parish resources)
- Maintain and develop JRS UK's digital presence (e.g. website; social media; e-updates)
- Capture and manage digital assets (such as audio, photographs, and videos)
- Develop content for JRS UK's website, newsletters, and social media – scoping and drafting content that champion refugee voices, shares our work, or engages supporters in our advocacy
- Analyse web traffic and social media engagement to inform future activity

3. Appeals

- Support the delivery of JRS UK's three direct-mail appeals (Advent, Lent, World Day of Migrants and Refugees) and our annual legacy appeal by:
 - Researching and drafting content
 - Curating and segmenting data
 - Sourcing and producing visuals

4. Trust fundraising

- Steward relationships with some small and medium sized trusts
- Draft and submit grant applications and reports

5. Other duties as required by the Communications and Fundraising Manager or Head of Communications, Fundraising and Advocacy

Person specification

Essential

- A passion for improving the lives of people seeking sanctuary in the UK
- Excellent interpersonal and supporter-care skills
- Excellent writing skills
- Excellent IT skills
- Visually creative, with a keen eye for design
- Familiarity with Salesforce or a similar CRM platform
- Ability to meet concurrent deadlines in a dynamic environment

Desirable

- Experience of working in a fundraising team
- An understanding of the challenges faced by refugees in the UK
- An understanding of the Catholic community in the UK
- Good working knowledge of Canva
- Experience of producing content for social media accounts

Hours: Full-time (37.5 hours); some weekend work undertaking fundraising appeals in parishes will be required as part of this role

Duration: Permanent

Location: JRS UK Office, Hurtado Jesuit Centre, Wapping, London E1W 2QT with the opportunity for hybrid working; some outreach in parishes and schools will be required as part of this role

Salary: £29,000-£33,000

Pension: Additional 10% employer's contribution

Application deadline: Monday 1st December

Interviews: Monday 15th December

We particularly encourage applications from people who have first-hand experience of the UK asylum or immigration system.

You must be permitted to work in the UK. JRS UK is not able to obtain a work visa for this post.