

Development Officer

Fixed term (maternity cover) until August 2026

Information for prospective candidates



**Keswick
Ministries**
HEARING BECOMING SERVING

Introduction and Context

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in His world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world.

At the heart of what we have done for 150 years is the Keswick Convention, begun in 1875. The Convention draws more than 12,000 Christians, **including over 3,000 children and youth**, from across the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in his world.

We are at an exciting period in Keswick Ministries' history. Having recently bought and refurbished the iconic local Pencil Factory, we are now using it as host for the Convention, bringing all our activities together in one location. The Pencil Factory also provided us with a base from which to deliver our year-round ministry of inspiring, equipping, Bible-centred teaching and training events that focuses on 'whole of life' discipleship. And alongside that a venue that is available to hire and provide a fantastic location for conferences, concerts, and church events.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.

Three priorities shape all we do:

Hearing God's Word

The Scriptures are the foundation for the church's life, growth and mission, and Keswick Ministries is committed to preach and teach God's Word in a way which is faithful to Scripture and relevant to Christians of all ages and backgrounds.

Becoming like God's Son

From its earliest days the Keswick movement has encouraged Christians to live godly lives in the power of the Spirit, to grow in Christ-likeness and to live under his Lordship in every area of life. This is God's will for his people in every culture and generation.

Serving God's Mission

The authentic response to God's Word is obedience to his mission, and the inevitable result of Christ-likeness is sacrificial service. Keswick Ministries seeks to encourage committed discipleship in family life, work and society, and energetic engagement in the cause of world mission.



Letter from Chief Executive

We are thankful to God for the many opportunities he is bringing us. We want to be able to help believers grow in their walk with Christ, refresh the church and have a passion to see the gospel go to all peoples. And it takes a staff team to deliver that vision. It is a privilege for us as a staff team to be able to serve a wide range of supporters and people who have attended the Convention. Many of them testify to generations of their family who have been invested in and blessed by Keswick Ministries. If you have a passion to join us in also serving them, we'd love to hear from you.

In his grace



Mark Ellis

Letter from Head of Development

This is a fantastic time to join the Development Team at Keswick Ministries. As the organisation grows in new and strategic ways for the good of the Church, so our team is growing to serve this vision. We are a creative, relational team, bringing our gifts together to tell the story of Keswick Ministries and raise funds to support its future.

At the moment we are a small team, supported by a brilliant creative agency. I am looking for someone who is excited to work across a range of fundraising and communications areas, with creative flair and an eye for detail. I am happy to shape the role around the particular interests and aptitudes of the right candidate, and fit it to the level of experience they bring.

We would love the postholder to be based in Keswick and work in-person with the team, but as this is a fixed-term role (maternity cover) we would consider remote-working for the right candidate.

Get in touch if you have any questions - sarah.bennington@keswickministries.org

We'll look forward to hearing from you!

best wishes



Sarah Bennington



Job Description

Purpose of Role - To support Keswick Ministries' fundraising and communications

Reports to – Head of Development

Key Relationships – Finance Team for supporter care, and external agencies

MAIN RESPONSIBILITIES:

Communications

- Oversee the day to day running of the current Keswick Ministries website, uploading resources and content, and keeping information across the site up to date
- Support development of a new Keswick Ministries website in 2025/6
- Create content for supporter engagement, including copywriting/building supporter enews in Mailchimp, and content for website (including basic video editing)
- Support larger comms products, for example Annual Review
- Comms support for Keswick Events (including Convention)
- Organise the printing of promotional and corporate materials for use across the team
- Manage and maintain the image library for use across the team
- Liaise with creative agency to support regular social media content

Supporter care

- Work with Finance colleagues to ensure that supporters are thanked well for gifts
- Answer emails coming into shared inboxes
- Maintain accurate supporter Information on our CRM (Beacon)
- Work on supporter journeys

Fundraising

- Trusts and foundations research and preparing materials for applications
- Support on creating and implementing fundraising appeals through the year



Person Specification

Essential:

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Warm interpersonal skills
- Excellent copy-writer
- Keen visual eye with attention to detail
- Self-motivated, proactive and well-organised; willing to learn and acquire new skills

Desirable:

- Experience of working within communications or fundraising in the charity sector
- Experience with Mailchimp, a CRM, graphic design packages

Key Details

Contract – Fixed term (maternity cover) until 31 August 2026

Hours – Full-time, 37.5 hours a week (part-time considered)

Location - Hybrid (*Keswick Ministries team work in the office Tuesdays/Wednesdays/Thursdays and can work from home on Mondays/Fridays. We would prefer this post-holder to do the same, but as a fixed-term role we are willing to consider a fully remote arrangement for the right candidate*)

Salary – £24-30k per annum depending on experience

Pension – 8% employer contribution and Salary Sacrifice option

Holidays - 25 days per annum plus bank/public holidays, including four days between Christmas & New Year

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law. **Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to Keswick Ministries statement of beliefs and values.*

Start Date: As soon as possible

How to apply – Please send a **CV**, a **cover letter** as to why you want this role, and a completed **application form** to jobs@keswickministries.org. The application form is available at keswickministries.org/join-the-team/

Closing Date – Midday, Monday 30 June 2025

Interviews – Monday 7 July 2025

