**Job Description: Time to Shine Leader / Fundraising and Communications Specialist**

**Employer:** International Community Organisation of Sunderland (ICOS)

**Charity Number:** 1186618

**Contract:** 12-Month Fixed Term (Rank Foundation Time to Shine Placement) **Salary:** £24,479 per year (Real Living Wage)

**Hours:** 35 hours per week

**Start Date:** 01 April 2026

**Location:** Office-based in Sunderland (14 Foyle Street, SR1 1LE)

**Travel for training and engagement events required.**

**1. About ICOS**

ICOS is a peer-led "for-and-by" charity supporting migrants, refugees, and asylum seekers in Sunderland. Our team and board are 100% from BME backgrounds and include individuals born in Poland, Nigeria, Ghana, Syria, and Zimbabwe.

We provide holistic support to over 600 people annually through advice on housing, benefits, and employability, while engaging 1,500 others in community activities. Our mission is to advocate for rights and create opportunities, ensuring Sunderland remains a welcoming place.

**2. About the Time to Shine Leadership Programme**

This role is funded by the Rank Foundation and is designed for individuals who are currently **unemployed or underemployed** to develop leadership talent within the charity sector.

* **Training:** 15% of your time is dedicated to structured leadership development away from the workplace.
* **Mandatory Events:** You must attend all Rank Foundation residentials, including a 3-day Launch Conference (April 2026), a Midway Conference (September 2026), and a Next Steps Conference (January 2027) .
* **Support:** Travel, accommodation, and food costs for these events are covered.

**3. Role Purpose**

Following a 2025 strategic review, ICOS identified a need for enhanced communications to combat rising anti-migrant sentiment and secure the charity’s financial future following the loss of EU funding . You will lead a 12-month project to create and implement a digital strategy that increases ICOS's visibility to clients, donors, and "by-invitation-only" grant makers.

**4. Key Duties & Responsibilities**

* **Digital Strategy (40%):** Develop a multifaceted social media plan, trialing new platforms like TikTok to increase community engagement and recognition.
* **Fundraising (40%):** Grow the individual donor base by at least 70% and secure a minimum of 2 regular corporate donors by 2027.
* **Development/Induction (20%)**.**:** The first month will involve shadowing the team and receiving training in GDPR and Safeguarding. Additional development and training time may be required throughout the placement.

**5. Person Specification**

**Essential**

* **Eligibility:** Must be currently unemployed or underemployed.
* **Commitment:** Available for 35 hours per week and able to attend all mandatory overnight UK conferences.
* **Communication Interest:** A genuine passion for storytelling and professional communications, preferably within the charity sector.
* **Content Creation:** Experience (professional or personal) in creating digital content, such as social media posts, photography, or short-form video, or creative writing / blogging.
* **Work Ethic:** Reliable, self-motivated, and committed to completing a 12-month leadership journey. Legally able to undertake this paid placement.
* **Commitment** to equality and diversity
* **Motivation to make a difference** to the lives of migrant people in Sunderland
* **Willingness to learn** and develop skills
* **Ability to prioritise workload** and handle multiple tasks and complete them efficiently
* **Target driven**
* **Empathy and understanding**
* **Honesty and integrity**

**Desirable**

* **Local Knowledge:** Understanding the challenges faced by migrant communities in the area
* **Technical Skills:** Familiarity with design tools (e.g., Canva) or similar
* **Familiarity with** the voluntary and community sector
* **Familiarity with** communication strategies
* **Ability to prioritise workload**