POSITION DESCRIPTION

POSITION TITLE	Communications/Production Assistant
HOURS	Full Time 35 hours
REPORTS TO	Internal Communications team leader
LOCATION	Office (High Wycombe, UK) or Remote based (UK or Worldwide, preferable time zones +4 / -4)
OVERALL PURPOSE	To contribute to the extension of God's Kingdom globally by helping bring clarity, efficiency, consistency, coordination, and integration into internal communications.

SUMMARY:

The Internal Communications team, work within the International Office of a 1,500-member organisation. Our team help other departments to produce news, information, inspirational stories, educational materials, and more.

We have a private multilingual website, and the editors on the team continuously create new content for it. The job of the communications / production assistant will be to support the editors by helping to create a fortnightly newsletter, upload and format content on the website, and review and update content.

Currently, we produce most content in three or four languages. The communications / production assistant will also help to manage the workflow of translators on the team.

All of these tasks require careful attention to lots of details.

Key result areas

Vital areas to be focused on, in order to accomplish the purpose:
- Production of communication from the International Office (IO/HCI) to the rest of the organisation.
- Maintenance of content on our organisation's private website.

Main tasks and activities (for KRAs)
- Assist with the production of regular newsletters and other communication to our community members, including:
  - Uploading new content (written or audio/visual) to our website.
  - Producing audios and videos under instruction from editors.
- Update website as needed. For example:
  - Communicating with subject matter experts to keep information up to date.
  - Reviewing articles to make sure resources are accurate, relevant, and properly formatted based on the style guide.

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- o Assist with requests from members to add/edit content to the site, with minimal editing.
- Help other departments communicate more effectively. Perhaps this could be done by assisting with their sites or targeted newsletters.
- Track translation requests and help to manage the work of translators.

You will also be encouraged to participate in the spiritual life of the organisation, including weekly prayer meetings.

PERSON SPECIFICATION

	Essential	*Desirable*
Qualifications	• GCSEs in English and IT or equivalent qualifications or experience.	• Degree in communications or similar • A-level qualification in English or communication
Experience	• Basic audio/video production	• Customer service experience • Publication of written materials on the internet
Skills & Abilities	• Effective communicator in English, both verbally and in writing • High attention to detail • Proficient with office applications, including Microsoft Word, Outlook, and internet • Ability to manage work and multi-task • Self-disciplined • Customer service mindset	• Multilingual – especially in Spanish, Portuguese or Korean, but any language in addition to English would be a plus. • Rudimentary understanding of HTML formatting • Proficient with video/audio production
Personal Qualities	• Flexible • Positive, friendly attitude • Team player • Committed Christian with a heart for mission • Committed to and willing to work within HCI's values and ethos	

FURTHER INFORMATION

POSITION TITLE	Communications / Production Assistant
LOCATION	Office (High Wycombe, UK) or Remote based (UK or Worldwide, preferable time zones +4 / -4))
OFFICE HOURS	35 hour working week. Monday to Friday 9.00am - 5.00pm with one-hour unpaid lunchbreak. Requests for flexible working considered where possible.
ANNUAL LEAVE	25 days + statutory bank holidays and additional days at Christmas.
PENSION SCHEME	Contributory pension scheme auto-enrolment. 4% employer contribution, 5 % employee contribution.
PROBATION PERIOD	3 months
SALARY	Dependant on Experience. Salary range potentially £20,348-£23,878pa