



Job Description and Person Specification: Communications Officer

Job Description

Alongside the existing Communications Officer, to provide comprehensive communications and marketing support, encompassing internal and external liaison, and other support as required.

Specific duties

External & Donor Communications:

- Responsible for the editing, layout, production and distribution of missionary newsletters by post and email.
- Producing copy/edit for International Mission to Jewish People communications ensuring that stories and articles are written up in an inspiring way, edited and communicated to existing and new supporters through our range of channels and media.
- Contribute to copy writing, story selection and editing articles and images for the our magazine, the Herald, ensuring any content is provided by the appropriate deadline.
- Checking with the relevant missionaries to ensure that there are neither factual inaccuracies nor sensitive issues in articles and content prior to publication.
- Contribute to writing, editing, production of bi-monthly appeal letter.
- Proofreading copy intended for all channels including Herald magazine, bi-monthly appeal letters, newsletters or online content.
- Monitoring and administrating office Herald stock.

Online administration:

- Management and updating of our websites and social media channels, according to schedule.
- Responding to requests for information and resources, by email and mail, from missionaries, staff, supporters and the general public and providing suitable material as appropriate.
- Corresponding (by phone, letter and email) with staff, supporters, members of the general public and other organisations.

Special projects:

- Prepare communications output for special projects e.g. as promotional literature, tracts, and reporting of summer outreach, and other ad hoc projects.

Monthly prayer Information:

- Produce a prayer request rota and obtain monthly prayer requests from missionaries.
- Sending regular prayer requests by email to supporters and partner organisations.

Other duties include:

- Monitoring of annual communications work schedule/job requests and advising relevant parties of upcoming deadlines.
- Cataloguing missionary stories, images and missionary contact pseudonyms.
- Liaising with third party suppliers to obtain quotes for print and other work.
- Sending mailing lists to printers.
- Updating email distribution lists & reporting on mailings to relevant departments.
- Helping to keep the main database up to date.
- Regular reporting on communications output.

Person specification

Essential

- Excellent written communication skills with the ability to write clearly, persuasively, accurately, fluently and engage with different audiences. Good practical understanding of grammar.
- Excellent administration and organisation skills.
- Proficiency in a variety of computer software applications, particularly MS Office (Outlook/Word/Excel/PowerPoint).
- Experience of Adobe InDesign & Photoshop.
- Experience of updating websites and social media platforms.
- Good organisational skills and eye for detail/design.
- Ability to work as part of a team.
- Ability to prioritise and take initiative.
- Ability to learn quickly and a willingness to develop appropriate new skills.

Desirable

- Educated to degree level in Communications/Marketing/Journalism or similar.
- Previous experience in a similar communications/marketing role.
- Experience using email marketing software, particularly Mailchimp.
- Experience of video production/editing and photography skills.
- Experience of media/press, particularly Christian media outlets.
- Experience of working in the charity sector.
- Understanding/experience of GDPR and data protection issues.
- Understanding of and passion for Jewish evangelism.

Other information

Job Title: Communications Officer

Reporting to: Director of Fundraising & Communications

Location: Head Office - Eynsham, Oxfordshire

Job Status: Full-time, office-based role

Salary: Up to £40,000

Benefits: 25 days annual leave (plus Bank Holidays), Healthcare and Pension

Further details and application information: Please visit www.imjp.org/vacancies or contact Henk Gouws, Director of Operations - hgouws@imjp.org

Please email your completed **Application Form** (download from www.imjp.org/jobs) with a covering letter to hgouws@imjp.org by **midday on Monday 3rd June**.

We recommend that you evidence how you meet the requirements of the Job Description and Person Specification. All applications will be treated in confidence.

All jobs at International Mission to Jewish People have an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian.