



Job Description and Person Specification: *Communications Assistant*

Job Description

To provide comprehensive communications and marketing support, encompassing internal and external liaison, and other support as required.

Specific duties

External & Donor Communications:

- Assist with producing copy and editing all CWI 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.
- Assisting with copy writing, story selection and editing articles and images for the CWI magazine, the Herald, ensuring that these are provided by the appropriate deadline.
- Checking with the relevant missionaries to ensure that there are neither factual inaccuracies nor sensitive content in Herald articles and features.
- Assisting with writing, editing, production of bi-monthly appeal letter.
- Assist with the editing, layout, production and distribution of missionary newsletters by post and email.
- Proofreading copy intended for all CWI channels including Herald magazine, bi-monthly appeal letters, newsletters or online content.

Internal Communications:

- Gather information, edit, publish and distribute regular internal staff newsletter under supervision of Communications Officer.

Online administration:

- Assist with content creation and the updating of CWI's websites and social media channels under the supervision of the Communications Officer and according to schedule.
- Responding to requests for information & resources:
- Responding to requests for resources, by email and mail, from missionaries, staff, supporters and the general public
- Answering standard queries about CWI 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:

- Assist with communications output for special projects e.g. as promotional literature, tracts, and reporting of summer outreach, and other ad hoc projects such as smaller missionary outreaches.

Monthly prayer Information:

- Produce a prayer request rota and obtain regular 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.
- Catalogue 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.
- Helping to keep the main database up to date by forwarding any changes of address to the Database Officer.

Person specification

Essential

- Excellent written communication skills with the ability to write clearly, persuasively, accurately, fluently and engage with different audiences.
- Proficiency in a variety of computer software applications, particularly MS Office (Outlook/Word/Excel/PowerPoint).
- 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 but not essential

- Educated to degree level in Communications/Marketing/Journalism or similar
- Previous experience in a similar communications/marketing role.
- Experience of media/press, particularly Christian media outlets.
- Experience of working in the charity sector.
- Experience of Adobe InDesign, Dreamweaver & Photoshop.
- Experience of updating websites, social media platforms and using Mailchimp.
- Understanding/experience of GDPR.
- Understanding of Jewish evangelism.

Other information

Job Title: Communications Assistant

Reporting to: Director of Operations

Location: CWI Head Office - Eynsham, Oxfordshire

Job Status: Full-time

Salary: £23,000

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

Further details and application information: Please visit www.cwi.org.uk/vacancies.html or contact Henk Gouws, Director of Operations - HGouws@cwi.org.uk

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