



Role Description

Role Title: Communications Assistant

Date written: April 2023

Accountable to: Head of Communications

Job summary & purpose:

To assist with the team's production of engaging, attractive and informative communications. To provide individual and corporate support to the Communications Team. To ensure communications are coordinated and integrated across the organization, including maintaining the organisation's print and digital communications schedule.

Key Responsibilities:

1. Working closely with audience managers, maintain and update the organisation's print and digital communications schedule.
2. Assist with the creation and scheduling of digital communications including website content and creative social media.
3. Assist with the creation of monthly print and digital communication documents at design and proofing stages.
4. Provide administrative, planning and organisational support to the Head of Communications and members of the Communications Team
5. Work with the Prayer Communications Leader on the production of regular prayer publications, including News for Prayer email and quarterly Prayer Diary. Tasks include sourcing information and stories, proofing and design.
6. Support the Digital Marketing Officer with the delivery of the annual Advent campaign including planning, scheduling and producing content.
7. Monitor staff blogs for potential stories and alert colleagues. Produce a weekly roundup of social media posts from other MAF resourcing groups and programmes
8. Provide support with design tasks including basic picture editing and layout.
9. Participate in creative idea and planning sessions
10. Provide research support for the team as required
11. Assist with other tasks as required

Dimension and Limits of Authority:

- Decision making within agreed parameters.
- Responsible for adherence to legislation and good practice principles in all areas of responsibility.

Tasks common to all staff:

1. Role modelling of organisational values and beliefs - to contribute to the shared spiritual life of the MAF UK team as a unique Christian charity. This will include attendance and participation in corporate times of biblical reflection and corporate prayer meetings.
2. To participate in appropriate matrix programme and project teams, contributing skills and expertise to required timescales from the appropriate programme leader.
3. To keep line manager informed of all relevant and timely information.

4. At all times comply with statutory requirements for handling personal and sensitive data in a confidential manner.
5. To abide by Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.

Christian values, beliefs and ethos of MAF UK:

As a Christian mission, MAF UK is seeking those who share in the evangelical Christian values and beliefs of the organisation, as described in the mission, purpose, values and beliefs statements. All staff will be required to support and actively demonstrate the Christian values of the organisation and to take part in organisation activities such as staff meetings, prayer meetings, and away days.

Communications Assistant Specification		
	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent level 	<ul style="list-style-type: none"> • Communications or administration qualification
Experience	<ul style="list-style-type: none"> • Experience of team working 	<ul style="list-style-type: none"> • Experience of working in a Christian organisation or charity environment • Experience of an office environment either through direct work experience or voluntary placements • Administration experience • Experience of working within a communications environment
Skills/ abilities	<ul style="list-style-type: none"> • Proficient skills in Microsoft applications • Proficient in social media • Able to communicate positively, assertively and sensitively within a cross functional and multi-cultural team environment – internally and externally • Efficient and organised approach • Able to work on own initiative • Able to manage multiple deadlines and priorities • Excellent attention to detail 	<ul style="list-style-type: none"> • Proficient in a video editing using Photoshop • Proficient in design software such as InDesign • Proficient in scheduling software
Personal attributes	<ul style="list-style-type: none"> • Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of the Statement of Faith and willing to proactively take part in MAF events and meetings e.g. prayer meetings, away days etc. Able to describe these beliefs and values to others so as to represent MAF as a Christian mission organization. • Emotional resourcefulness. • Flexibility towards others and circumstances. • Service orientation. 	

Brief Summary of Terms and Conditions

Job Title: Communications Assistant

Location: MAF UK, 1st Floor Castle House, Castle Hill Avenue, Folkestone, Kent, CT20 2TN

Working Hours: Office open officially from 9.00 to 5.30pm. Hours to be agreed according to contract and flexible working policy.

Terms:

- At least 36 hours with 1 hour for lunch daily unpaid per week. Hours should be agreed with line manager according to flexible working policy.
- Flexibility will be required for working additional hours and travel to meet business needs or for travel or meetings etc. on weekends.
- Paid annual leave entitlement of 22 days per year and 8 paid public holidays per year.

Probationary and notice period

- 1 month probation period
- 1 week notice period