



GAiN UK Comms Officer Overview and Specification

Location:	Birmingham (Remote working options could be available in certain circumstances)
Hours of work:	Full or Part time option available. This role could be done in 8-16 hours per week as part time staff depending on scope of responsibilities or as a full-time role within the overall work of the GAiN UK team. (normally between the hours of 9-5 with some weekend and work overseas as travel schedule requires)
Holiday entitlement:	Full time 25 days plus Bank Holidays or part time pro-rata
Salary:	Funded via Personal Support
Reports to:	GAiN UK Director
Works closely with:	GAiN Staff, Capacity Staff, Ministry Leaders, Key Volunteers Connects with other national GAiN ministries, external organisations and partners

Purpose of Role

Involving people is the heartbeat of GAiN and expressing our key messages to volunteers, donors, businesses and churches is essential to inviting people to be part of the network.

To support the work of the team in mobilising volunteers to be part of responding with heart and hand to poverty and crisis overseas by contributing to building and growing the network.

To glorify God, serve others and personally grow in faith, in accordance with the vision and values of GAiN and Agapé UK.

Key Responsibilities

Taking responsibility for our regular online and printed communications will see this role develop a strategic approach to our overall communications.

Depending on strengths and experience, responsibilities will include managing communication with volunteers and donors, providing support for events and campaigns throughout the year. As a developing team the nature of the roles requires a high level of teamwork, flexibility and readiness to take on a variety of responsibilities covering a broad area.

Main Activities in the Role

- Maintain our website content to be current and up to date
- Creating regular blog post content for the news section on our website
- Updating our social media feeds
- Producing regular e-news content and format to be sent via mailchimp
- Producing regular printed newsletters overseeing the process from creating the content briefing through to mailing
- Working with the team to produce fund appeals both online and through direct mail
- Responding to enquires made to the general GAiN email address directing them to the relevant team member or information
- Providing content to the Agapé central team on the work of the GAiN team
- Ensuring the GAiN & Agapé UK branding guidelines are followed,
- Ensuring that GAiN communications activities are compliant with our Data Policy

Specification

- An excellent working knowledge of websites and social media
- Strong communications skills with the ability to build excellent working relationships
- Working knowledge of Excel, Word and other content creation tools as well as basic understanding of database management
- Experience of using content management systems is desirable

Staff Life within Agapé UK

Alongside these and other responsibilities for your wider work within Agapé, there will be dedicated time for you to;

- Envision and develop your ministry partners to gain the necessary finances and partnership to support your work with Agapé in GAiN and travel overseas.
- Develop your personal and professional expertise, through participation in the Staff Development Cycle, including a 360 review and other training opportunities
- Attend staff conferences and retreats for training and biblical study, at which you will also fulfil roles as required
- Complete training and biblical study programme
- Participate in all team meetings and activities

All staff working with Agapé are encouraged and supported to grow in their walk with God through biblical input, personal prayer, walking in the Spirit and alongside their active local Church involvement. This is recognised as part of ministry team life together.

In accordance with Agapé UK's Justifiability and Diversity policies, this post has been identified as having an Occupational Requirement for the successful candidate to be a Christian supporting the aims and ethos of the organisation. Further details available on request.