JOB DESCRIPTION

Job Title: Campaigns Officer

Responsible to: Director of Communications

Hours: 5 days a week, hours to be discussed

Salary: £23,000 - £24,000 per year (dependent on experience)

Overall Purpose:

Tyndale House is seeking a Campaigns Officer to provide editorial support and administrative backup in a comprehensive professional service to the Tyndale House Communications team. This is a new role in a vibrant charity which is growing and expanding.

The role will involve creating and implementing a strategy for Tyndale House’s social media, writing editorial for Communications materials, taking an active role with Tyndale House events and providing day-to-day administrative support for the communications team. There will also be the opportunity to promote relationships with Tyndale House’s supporters.

The successful candidate will have exceptional communications skills and an aptitude for clear and engaging writing. He/she will have previous experience in a relevant role, be highly motivated, organised, full of initiative and have the ability to work as part of a team and relate well with staff and the general public. General administrative skills and an excellent working knowledge of Microsoft Office packages is essential. Training in writing and IT programmes relevant to the role as well as mentoring and development opportunities will be offered to the successful candidate.

Principal Accountabilities

1. Editorial (print and online)

1.1 Write a clear and engaging monthly newsletter for distribution to Tyndale House supporters (including finding stories, interviewing individuals, writing up content, formatting and uploading the completed product to the website).
1.2 Write and implement a social-media strategy, managing social-media activity on a daily basis
1.3 Produce regular marketing emails
1.4 Produce and upload content to the main Tyndale House website (training will be provided)
1.5 Alongside the communications team, proof-read various communications materials

2. Supporter Liaison

2.1 Improve the quality of our relationships with donors: receive information from finance team about who is giving what, have an overview of the donation landscape and be able to advise the Senior Management Team on who our donors are, what they appreciate and what matters to them
2.2 Draft letters of thanks for different types of gift and decide what sort of letter is appropriate for each donor
2.3 Liaise with Director of Communications to create strategies to draw donors into deeper relationship with Tyndale House
2.4 Liaise with Director of Communications to create programmes to use data gathered at events and from visitors to strengthen relationships with potential supporters
2.5 Manipulate and filter data from the Tyndale House database to use for mail-outs
2.6 Improve our engagement with visitors and potential supporters
2.7 Promote the different opportunities to support Tyndale House through our specialist groups (i.e. Tyndale House Associates)

3. Administration (Communications Department)

3.1. General office duties, such as answering the phone, opening mail, photocopying, printing documents and providing support for the creation and printing of collateral
3.2. Organise and implement meetings under the direction of the Director of Communications, including scheduling, liaising with various parties and production and organisation of any paperwork
3.3. Take minutes and produce action points for various internal meetings
3.4. Maintain accurate records for the Communications online database
3.5. Monitor various deadlines for the Communications team and chase up suppliers where needed

4. Events

4.1. Under the direction of the Director of Communications, create a joined-up campaign for Tyndale House supporters, including forward planning for events, briefing of speakers and eliciting contact details
4.2. Organise and manage meetings and events (including liaising with the relevant teams at Tyndale House) and act as an on-the-ground point of contact
4.3. Provide administrative support for the organisation of Tyndale House events (i.e. producing invitations, creating invitation databases, managing RSVPs, co-ordinating logistics)

5. General

5.1. Participate in specific internal projects as agreed
5.2. Other tasks as they arise and are agreed which are necessary to fulfil the role
5.3. Able and willing to participate in areas of the wider working life of Tyndale House, including social occasions with residents and readers

6. Key Skills and Experience

6.1. Self-motivated, proactive and well-organised
6.2. Able to multitask and a willingness to be flexible in order to meet tight deadlines
6.3. Aptitude for writing in a clear and engaging style
6.4. Able to prioritise a varied and busy workload
6.5. Good team member, with interpersonal sensitivity
6.6. Able to take accurate minutes of meetings
6.7. Excellent working knowledge of MS Office applications (Training will be given in other IT programmes relevant to the role if required)
6.8. Excellent organisational skills
6.9. Experience of event management desirable
6.10. Preferably educated to Degree standard or equivalent experience

Closing date: midnight on Saturday 30 June 2018 at midnight

Interview date: Interviews, including a written assessment, will take place during w/c 9 July 2018

To apply, please send a CV and Covering Letter to Anna Stevens, hr@tyndalehouse.com