

**Communications & Prayer Coordinator**

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| **Team:** | **Name of Team:** Engagement Team**Responsible to:** Communications and Fundraising Manager**Other key working relationships:**  Initiatives Coordinator, Intern |

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| **Summary:** | This role is key to ensuring that all Interserve GBI publications (print, online and social media), are delivered on time and to a high standard. Responsibility for leading and managing project timelines, working closely with contributors and writers and assisting with proofing, editing and creating content. |

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| **Role** | **Specific communication requirements will include:*** To oversee the production of Interserve GBI prayer materials. This includes collating, editing, formatting and recording prayer requests.
* To support the production of Interserve online and printed publications. This includes contacting contributors, formatting and editing content.
* To post content (articles and stories) to the Interserve GBI website and/or social media channels when needed.
* To proof and copy edit content
* To support the creation of internal and external email newsletters
* To produce biographies of workers
* To assist with preparation for prayer events.
* To record audio interviews with workers
* To develop and produce suitable resources to communicate with a variety of audiences in partnership with teams within the National Office

**Other tasks:*** Attending and participating in Christian worship and prayer on a regular basis; this may include being asked to lead/help lead prayers
* Accepting any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve
* Participating in a Performance Review process, agreeing and reviewing objectives in conjunction with the line manager.

**Location:*** Home or office based, once a month attendance in Birmingham required
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