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**Job Description**

**Communications and Engagement Team Manager**

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| **Team:**  | **Communications and Engagement Team** **Responsible to:** National Director **Responsible for:** Connections Co-ordinator, Communications and Prayer Co-ordinator, Young Adults & Digital Engagement Co-ordinator**Other key working relationships:** Great Britain and Ireland (GBI)Country Team, People Care Team, Finance Team |

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| **Summary:**      | **Contribute to the strategic goals and operational objectives of the organisation**. Utilising communications, promotions and management of external relationships, facilitate the Interserve GBI Strategy through; * Development, management and implementation of the Communications Strategy for Interserve GBI and its publications;
* Ensuring that communications and information-flow across the organisation are effective and co-ordinated;
* Oversight of the work of the Engagement Team in linking with churches and individuals;
* Management of Interserve’s fundraising approach and activities;
* Building an effective online and social media presence that supports the objectives of engagement, including appropriately targeted media traffic that best serves Interserve’s different audiences.

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| **Role:**  | **Main areas of responsibility:** **Leadership** * Prayerfully contribute to organisation-level leadership discussions, including in relation to communications, fundraising and connecting strategies.
* Manage the Communications and Engagement budgets and prepare on an annual basis.

**Engagement Strategy** Ensure Interserve GBI has a communications and promotions plan that: * Raises the organisation’s profile and expands its support base;
* Inspires and engages supporters, Partners and churches to get involved in cross-cultural mission to those from Asia and the Arab World locally and overseas;
* Strengthens the organisation’s voice and messaging.
* Ensures a joined-up strategy throughout the various on and offline communication streams and using relevant metrics to strengthen engagement.
* Is appropriately and consistently branded

**Prayer** * Ensure prayer is a priority across Interserve publications,
* Grow the engagement of supporters, the tools used for promoting prayer and dissemination of information.

**Connecting** * Support the Connections Co-ordinator
* Ensure that the work of the Engagement Team is integrated into the Communications and Promotions Strategy

**Donor Relations and Fundraising** * Develop and manage the fundraising strategy.
* Ensure communications, donor relations and fundraising activities are co-ordinated.
* Ensure fundraising activities are in-line with the Interserve GBI strategy and Interserve values.
* Execute fundraising initiatives as agreed by Interserve GBI leadership.

 **Social Media and Digital Engagement*** Oversee the development of the work and strategy to increase engagement with young adults through digital media and face to face events.
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| **Other:**  | •  | Attend and participate in Christian worship and prayer on a regular basis and able to lead prayers,  |
|  | •  | Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve,  |
|  | •  | Represent Interserve internally and externally,  |
|  | •   | Participate in a Continuous Staff Review process, agreeing and reviewing objectives in conjunction with the National Director. |