

**Occupational Requirement Details**

**Job Title: Communications and Engagement Team Manager**

**Date of Occupational Requirement: 16th September 2024**

|  |  |
| --- | --- |
| Elements |  |
| Key spiritual elements (i.e Bible teaching, leading prayers) | Will be asked to lead prayers and worship during staff devotional times and all staff team meetings  Will oversee content of all Interserve Christian public facing content – newsletters, prayer publications, website content, social media. Involvement in ISV prayer events |
| Spiritual Guidance of others (ie line manager, mentor) | Line Manager for three staff members, helping to nurture spiritual development |
| Setting strategic goals or operational policy | Development, management and implementation of the Communications Strategy for Interserve GBI and its publications. Setting fundraising goals alongside the Interserve National Director |
| Articulating Interserve’s vision and values to external contacts | Will have oversight of liaison with external writers/contributors to ISV publications and website, so needs to be able to communicate Interserve vision and values.  Will represent the organisation at national Christian events explicitly promoting our faith, values and mission.  Responsible for oversight of appeals to donors and the public. |
| Representative of Interserve to internal or external contacts | This role represents Interserve via communications to supporters and GBI team through our publications and more broadly via the Interserve website. In addition, this role has connection with our international communications strategy and contact with team members in other countries. |
| Engage with, support and contribute to the Christian ethos and values of Interserve | The person in this role needs to be an advocate for Interserve values, as well as being able to share them in the immediate team context, wider fellowship and with existing and new supporters. |
| Significant influence on the reputation of Interserve | This role has a significant influence on the reputation of Interserve, within the content of its publications, fund-raising, communications and public-facing information. |