

JOB DESCRIPTION

Job Title:	Communications Officer
Department:	Tyndale House, Communications
Salary:	£23,000 - £24,000 per year
Hours:	Full Time
Responsible to:	Communications Manager

Overall Purpose:

Tyndale House is a dynamic academic hub that specialises in the languages, history and cultural context of the Bible. We bring together outstanding Christian researchers from around the world with the aim of developing Bible literacy in the Church and beyond. We want to enable all those who read the Bible to understand and appreciate it more.

Tyndale House is seeking a Communications Officer to take a key role in planning and delivering communications to key groups, such as supporters, volunteers and staff.

The role will involve working with the Communications Manager to produce and promote biblical studies resources and content. The Communications Officer will produce communications materials, including a monthly supporter newsletter and administer on a day-to-day basis the organisation's website and social media presence. Working with the communications team, external website contractors, freelancers and academic colleagues, the postholder will work to publish a rich mix of engaging content across different outputs (i.e. print, online).

The successful candidate will have exceptional communications skills and an aptitude for clear and engaging writing and design. 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, design and all software packages relevant to the role as well as mentoring and development opportunities will be offered to the successful candidate.

Principal Accountabilities

1. Audiences and supporters

- 1.1. Research and write a clear and engaging monthly supporter newsletter, including community news and interviews with academics and researchers working in the library.
- 1.2. Seek-out engaging and inspiring stories about the work of Tyndale House and its global impact.
- 1.3. Provide communications support for campaigns.
- 1.4. Develop and evaluate alumni and supporter audiences and engagement opportunities.

2. Website and social media management

- 2.1. Develop Tyndale House's social-media strategy, managing daily social-media activity.
- 2.2. Support a strong digital presence through a regular calendar of social media content across a broad range of platforms.
- 2.3. Take primary responsibility for the maintenance and editing of the Tyndale House website, uploading resources and content, and keeping staff profiles and library information up to date.
- 2.4. Track and report on website metrics using Google Analytics (training will be provided).
- 2.5. In conversation with the external website developers, co-ordinate project specific work.
- 2.6. Monitor social media accounts and social media presence of Tyndale House's academics.
- 2.7. Keep up to date with current trends and developments in social media and digital marketing.

3. Editorial assistance (training provided)

- 3.1. Assist with the production of Tyndale House's in-house print magazine.
- 3.2. Source images and illustrations for projects, including checking copyright compliance.
- 3.3. Take responsibility for print and online subscriptions, managing mailing lists, liaising with the print distributor and mailing out promotional copies, while ensuring GDPR compliance.

4. Marketing and corporate communications

- 4.1. Research new marketing opportunities to develop and increase awareness of Tyndale House activities.
- 4.2. Help market and communicate events, such as seminars, webinars and YouTube livestreams.
- 4.3. Organise the production of corporate materials (e.g. business cards, headed paper and building signage).
- 4.4. Audit and monitor use of the Tyndale House visual brand throughout the organisation.
- 4.5. Help maintain and build reputation and act as a brand champion.

5. Podcasting and video production (training provided)

- 5.1. Assist with the recording and production of video and audio content, including liaising with freelance and external producers and contributors, preparing venues, operating recording equipment and managing file storage.
- 5.2. Undertake basic audio and video editing using Adobe Premiere Pro and Audition.

6. General

- 6.1. Willing to promote and work according to the Christian ethos of Tyndale House and demonstrate a willingness to engage with the community life at Tyndale House.
- 6.2. Participate in specific internal projects as agreed.
- 6.3. Fulfil other tasks as they arise which are necessary to fulfil the role.
- 6.4. Able and willing to participate in areas of the wider working life of Tyndale House, including social occasions with residents and readers.
- 6.5. Assist with fire evacuation procedures and comply with health and safety requirements.
- 6.6. Keep up to date with all organisational policies and comply with their requirements.
- 6.7. Actively engage with appraisal processes and take responsibility for own training and professional development.

7. Key skills and experience

- 7.1. Self-motivated, proactive and well-organised, able to prioritise a varied and busy workload.
- 7.2. Experience in a relevant communications role.
- 7.3. A keen visual eye and experience in designing publicity or social media content creation.
- 7.4. Able to multitask and a willingness to be flexible in order to meet tight deadlines.
- 7.5. Confident writing in a clear and engaging style for a variety of audiences and across different channels.
- 7.6. An adaptable learner, willing to self-teach and keen to acquire new skills.
- 7.7. Enthusiastic team member, with interpersonal sensitivity.
- 7.8. Excellent working knowledge of MS Office applications (training will be given in other IT programmes relevant to the role).
- 7.9. Preferably educated to degree standard or equivalent experience.

Deadline for applications: midday on Thursday 4th November 2021

Interviews: w/c 8th November 2021

Start Date: January 2022 or earlier.

To apply, please send proof of your right to work in the UK, a CV and a Covering Letter outlining your interest and suitability for the post, and an example of a social media post or publicity material you've created in a previous role or voluntary post to Bente Sivertsen-Wright (bente.sw@tyndalehouse.com).