

JOB DESCRIPTION

Job Title:	Marketing and Communications Officer (mat leave cover) *
Department:	Communications
Hours:	Full Time; 37.5 hours per week
Responsible to:	Senior Marketing and Communications Officer
Location:	Tyndale House, Cambridge
Salary:	£26,000-£32,000 (dependent on experience)
Start Date:	July 2025 (12-month fixed term contract)
Benefits:	Generous pension scheme, annual leave allowance and life insurance included

** We may consider offering the role at assistant level for a promising candidate with no prior experience.*

Overall Purpose

Tyndale House is an international centre for research 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 play a key role in supporting our communications and development team.

The role will involve working with the team to increase the visibility of Tyndale House resources and research. The Communications Officer will primarily support the production of our in house magazine (TH ink) as well as our podcasts, social media content and conferences and events. The postholder will also oversee day-to-day running of the organisation's website as well as working on specific projects.

The successful candidate will have experience in a similar communications role and an aptitude for clear and engaging writing and design. He/she will be passionate about making biblical studies accessible, be highly motivated, organised 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 are essential. A good working knowledge of Adobe InDesign

would be preferable. Training in software relevant to the role as well as mentoring and development opportunities will be offered to the successful candidate.

Principal Accountabilities

1. Corporate Communications

- 1.1. Support the delivery of Communications and Development campaigns and events.
- 1.2. Organise the printing of promotional and corporate materials.
- 1.3. Audit and monitor use of the Tyndale House visual brand throughout the organisation.
- 1.4. Ensure that presentations and other materials produced by the Leadership, Academic, and Communications and Development teams are formatted correctly and presented in the Tyndale House style.
- 1.5. Manage and maintain the Communications image library alongside a record of photography and videography consents in line with UK GDPR.

2. Social Media

- 2.1. Support the Senior Marketing and Communications Officer to create and implement a regular calendar of social media content across a broad range of platforms.
- 2.2. Proactively support the academic team in managing and developing their social media accounts and social media presence.
- 2.3. Keep up to date with current trends and developments in social media.

3. Website Maintenance

- 3.1. Oversee the day to day running of the Tyndale House website, uploading resources and content, and keeping information across the site up to date.
- 3.2. Produce monthly reporting on website and other metrics.
- 3.3. Liaise with our external web contractors, co-ordinating ongoing and project specific work to update and maintain the website, as appropriate.

4. Editorial and Production Assistance

- 4.1. Assist with the production of Tyndale House's digital content and annual print magazine.
- 4.2. Oversee print and distribution of the annual print magazine.
- 4.3. Source images and illustrations for projects, including checking copyright compliance.

- 4.4. 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.
- 4.5. Undertake basic audio and video editing using Adobe Premiere Pro and Audition (training provided).

5. General

- 5.1. 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.
- 5.2. Able and willing to participate in the wider community life of Tyndale House, including social occasions with residents and readers.
- 5.3. Assist with fire evacuation procedures and comply with health and safety requirements.
- 5.4. Actively engage with appraisal processes and take responsibility for own training and professional development.
- 5.5. Keep up to date with all organisational policies and comply with their requirements.
- 5.6. Participate in specific internal projects as agreed.
- 5.7. Fulfil other tasks as they arise which are necessary to the role.

6. Key skills and experience

- 6.1. Self-motivated, proactive and well-organised, able to prioritise a varied and busy workload.
- 6.2. Experience working with social media or supporter communications.
- 6.3. A keen visual eye and experience in designing publicity or social media content.
- 6.4. Able to multitask and a willingness to be flexible in order to meet tight deadlines.
- 6.5. Confident writing in a clear and engaging style for a variety of audiences and across different channels.
- 6.6. An adaptable learner, willing to self-teach and keen to acquire new skills.
- 6.7. Enthusiastic team member, with interpersonal sensitivity.
- 6.8. Excellent working knowledge of MS Office applications (training will be given in other applications and software relevant to the role).
- 6.9. Preferably educated to degree standard or equivalent experience.