

Communications Officer

Full/Part-time:	Full-time
Reporting to:	Communications & Prayer Manager
Salary:	£18,000 - £20,000
Location:	Oxford, UK

Background

An international Christian charity, Viva is helping people work together to keep children at risk safe and healthy, giving them opportunities to learn and allowing them to play an active part in shaping their own futures. Take a look at viva.org or blog.viva.org to see more of our work.

Job Purpose

The Communications and Prayer Team are responsible for sharing Viva's vision and work with our UK audience in a way that moves them to respond. Informing and inspiring people through a variety of media, they work within the wider Mobilisation Team which also includes Fundraising and Community.

Key Responsibilities

To work alongside the Communications and Prayer Manager and assist with various tasks, focusing on:

Communications - 60%

- Liaising with Viva's international offices to gain stories/reports about the wider work
- Writing articles for Viva's publications and blogs
- Contributing to the content of Viva's website
- Managing and updating Viva's Facebook, Twitter and YouTube accounts
- Building relationships with local and national media, finding publicity opportunities and writing regular press releases
- Participate in the organisation of Viva's attendance at national events.

Prayer - 30%

- Assisting with the production and distribution of the annual World Weekend of Prayer publication
- Organising the promotion of the World Weekend of Prayer through Christian media, church groups, prayer networks and Viva's own communication channels
- Coordinating participants' feedback after the World Weekend of Prayer, helping to gauge its scale and impact, and monitoring and evaluating the initiative on an annual basis
- Liaising with international translators to ensure that the event can have global impact
- Encouraging and facilitating regular prayer support using email, social media and Viva's own publications and website
- Developing relationships with national and international prayer networks and movements, raising awareness of children at risk issues and encouraging them to address these in prayer.

Administrative responsibilities - 10%

- Overseeing the organisation of office devotions
- Updating the prayer room with appropriate information and resources
- Dealing with relevant email correspondence.

Other

- To actively participate in the life of Viva including community and fundraising events, attending devotions, staff away days and raising support for Viva where opportunities arise

Personal Specification

(E) Essential (D) Desirable

Skills and Experience

This will be a fast-paced and varied role and ideally you will have the following skills:

- Proven track record of writing clear and motivating copy (E)
- Excellent written and verbal communication skills (E)
- Project management and administration skills, including the ability to manage projects virtually (E)
- Experienced user of Microsoft programmes and social media tools (E)
- Understanding of cross-cultural communication (D)
- Understanding of the Christian charity sector and ability to network within it (D)
- Knowledge of design software or video-editing abilities (D)

General Qualities

- Good interpersonal skills (E)
- A passion for prayer and a heart for children at risk (E)
- Self-motivated, proactive and flexible, with an ability to prioritise time and workload (E)
- Identification with and sympathy for the Christian aims and values of Viva (E)
- Team player (E)

Terms and Conditions of Employment

This is a full-time role for Viva, located at its Oxford offices in the UK. The appointment will be confirmed subject to satisfactory references and a six-month probationary period. Annual performance appraisals are undertaken. It is a requirement of all staff to be familiar with the contents of the Staff Manual, including the Values and Code of Conduct of Viva and to comply fully with the policies contained therein together with our Child Protection Policy.

Holiday:	33 days per annum (including 3 compulsory days and 8 public holidays)
Pension:	Optional Stakeholder Pension Scheme
Sick Pay:	In accordance with internal policies and the requirements of SSP

Contact

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