

### Job Description

<b>Post</b>	<b>Communications Assistant</b>
<b>Reports to</b>	Director of National Ministries
<b>Purpose of the post</b>	Working collaboratively within the Communications Team to deliver a variety of content across print media and digital platforms, engaging new and current audiences with innovative and creative Bible centred campaigns.
<b>Person specification</b>	<p>Creative and passionate about communicating Bible related messages to target audiences, you will have experience in both digital and print communications.</p> <p>You will be someone who enjoys playing an active and supportive role and has strong interpersonal skills to work in a team environment.</p> <p>Faith requirement – this role requires an understanding of the different Christian communities in Scotland in order to apply this to writing and editing copy appropriate to our key audiences.</p>

### Summary of the essential duties and responsibilities of the post

- Support the Communications Team in the design and dissemination of compelling, targeted content (including images, video and infographics) for social media, website and other digital channels.
- Support the Communications Coordinator in creating content for printed communications including magazines, leaflets, supporter information and flyers.
- Support the Digital Communications Manager with monitoring social media and other digital channels where occasional out-of-hours work may be required.
- Working with Communications Team, develop new media and resource materials for children and young people's ministries.
- Play an active role in creating Christian content to reach across the variety of church denominations and demographics in Scotland.
- Working with the Communications Team to create dynamic fundraising literature and displays, clearly outlining the importance of the Bible and Bible translation to Christian belief.
- Support the Communications Team with creation of content and display stands for conferences and events, representing SBS externally where required.

### Skills Knowledge and Experience

- Creativity in writing and designing content that appeals to a specific target audience.
- Ability to design and edit graphics for the web and other digital communications.



- Experience updating websites using a Content Management System (CMS).
- Planning, researching, developing and delivering engaging content for use online.
- Planning, drafting and publishing engaging posts on social media (Facebook, Twitter and Instagram).
- Experience of writing for both Christian and Secular audiences.

### **General Activities**

- Play an active role in the team dynamic of Communications, assisting your line-manager with assigned tasks and supporting the team overall.
- Work collaboratively, participating in project meetings within the department and across the organisation.
- Develop positive working relationships across all departments at Scottish Bible Society, facilitating the communication function and delivery of communication support services.
- Undertake any other duties as required by the Director of National Ministries

### **Working Conditions**

- Office hours Monday to Friday, with scheduled weekend commitments as required.
- Hybrid work from home/office based arrangements in place during Covid 19.
- Flexible working hours can be agreed with line-manger.

At the Scottish Bible Society we are:

- Mission focussed
- Bible-centred

These values are upheld by our staff team and encouraged with our volunteers.