

**Communications and Fundraising Co-ordinator**

<b>Team:</b>	<p><b>Name of Team: Communications and Engagement Team</b></p> <p><b>Responsible to: Communications and Engagement Manager</b></p> <p><b>Other key working relationships:</b> Connections Co-ordinator, Communications and Prayer Coordinator, Young Adults and Digital Engagement Co-ordinator</p>
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<b>Summary:</b>	<p><b>Summary of role</b></p> <ul style="list-style-type: none"> <li>• <b>Contribute to the work of the Communications team through creating content across a range of communication channels</b></li> <li>• <b>Work with the Communications and Engagement Team Manager to build regular giving and legacy programmes</b></li> </ul>
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<b>Role</b>	<p><b>Main tasks</b></p> <ul style="list-style-type: none"> <li>• <b>Create Interserve’s regular internal and external email communications (<i>E-news, and ISV Insider</i>) in line with Interserve’s strategy and values</b></li> <li>• <b>Manage day-to-day social media presence, ensuring content grows engagement and reaches key audiences.</b></li> <li>• <b>Create the <i>Prayercast</i> content and Interserve’s blog-posts in co-operation with the Communications and Prayer Co-ordinator</b></li> <li>• <b>Co-ordinate the regular giving and legacy fundraising programmes with the Communications Manager</b></li> <li>• <b>Ensure excellent supporter care by delivering timely thanking, clear reporting and ongoing relationship support</b></li> <li>• <b>Organise, plan and implement fundraising events in co-operation with the Communications Manager</b></li> </ul> <p><b>Other tasks:</b></p> <ul style="list-style-type: none"> <li>• <b>Attending and participating in Christian worship and prayer on a regular basis; this may include being asked to lead/help lead prayers</b></li> <li>• <b>Accepting any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve</b></li> <li>• <b>Participating in a Continuous Staff Review process (CSR), agreeing and reviewing objectives in conjunction with the line manager.</b></li> </ul> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>• <b>Hybrid with at least 2 days a week in Birmingham</b></li> </ul>
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