

## Communications and Fundraising Assistant

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| <b>Team:</b> | <b>Name of Team:</b> Communications and Engagement Team<br><br><b>Responsible to:</b> Communications and Engagement Manager<br><br><b>Other key working relationships:</b> Connections Co-ordinator, Communications and Prayer Coordinator, Young Adults and Digital Engagement Co-ordinator |
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| <b>Summary:</b> | <b>Summary of role</b> <ul style="list-style-type: none"> <li>• Assist the Communications team with Social Media, Website and Email communications</li> <li>• Support the Comms team at local, regional and national events</li> <li>• Work with the Comms and Engagement Manager to build regular giving and legacy programmes</li> </ul> |
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| <b>Role</b> | <b>Main tasks</b> <ul style="list-style-type: none"> <li>• Assist in the creation of Interserve's regular internal and external email communications (<i>E-news, ISV Insider and Prayercast</i>)</li> <li>• Create and share social media content in line with Interserve's strategy and values</li> <li>• Represent Interserve at events, both locally and nationally</li> <li>• Work with Interserve supporters to give a high level of supporter care including thanking and reporting</li> <li>• Assist in the planning and implementation of fundraising events</li> </ul> <b>Other tasks:</b> <ul style="list-style-type: none"> <li>• Attending and participating in Christian worship and prayer on a regular basis; this may include being asked to lead/help lead prayers</li> <li>• 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</li> <li>• Participating in a Continuous Staff Review process (CSR), agreeing and reviewing objectives in conjunction with the line manager.</li> </ul> <b>Location:</b> <ul style="list-style-type: none"> <li>• Hybrid with at least 2 days a week in Birmingham</li> </ul> |
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