

## Occupational Requirement Details

**Job Title: Communications and Fundraising Assistant**

**Date of Occupational Requirement: August 2025**

Elements	
Key spiritual elements (i.e Bible teaching, leading prayers)	Will be asked to lead prayers and worship during staff devotional times Will be expected to assist with the production of ISV communications – social media, website and email Involvement in ISV prayer events
Spiritual Guidance of others (ie line manager, mentor)	n/a
Setting strategic goals or operational policy	n/a
Articulating Interserve's vision and values to external contacts	Will assist with posting items to ISV website, so will need to be able to communicate clearly our vision and values. Will represent the organisation at events explicitly promoting our faith, values and mission Will assist in the planning and implementation of fundraising events and programmes
Representative of Interserve to internal or external contacts	This role represents ISV via our communications to supporters and GBI team through our publications and events
Engage with, support and contribute to the Christian ethos and values of Interserve	The person in this role needs to be supportive of the Christian ethos and values of ISV
Significant influence on the reputation of Interserve	This role has a significant influence on the reputation of ISV, within the content of its publications and communications