

Suzanne's Ministries/ Step Out in Faith

Charity no 1115648. Company Ref no 05756957
Also known as 'Step out in Faith'

Objects:

- a) to advance the Christian faith in the UK, Africa, the Philippines and the rest of the world;
- b) to advance Christian education in the same area;
- c) to relieve persons who are in condition of need, hardship, sickness and to relieve distress by support in the same area (including the support of orphans).

Job Description

Job Title: **Communications and Promotions Officer**
Hours: *Approx 7 hours per week*
Reporting to: *The Trustees of Suzanne's Ministries*

Main purposes of the job:

1. To communicate the work of Step Out In Faith to a wider audience in the U.K, to generate new donors and to increase income to the Ministry
2. To upgrade and maintain the Ministry's presence on the internet and social media platforms
3. To co-ordinate communication between our workers overseas, the Trustees, and our donors

Main Responsibilities and Tasks:

- 1. To build a modern website to promote the ministry and to act as a resource base for our Bible School students and teachers**
 - a. To ensure this is fully integrated with our audio/podcast and YouTube channels and to update these as required
- 2. To maintain a regular news feed via Facebook, Twitter and/or other social media platforms**
 - a. To find ways to raise interest amongst a wider (and younger) support base
- 3. To investigate ways of promoting Step Out In Faith at Christian events and in Christian media**
- 4. To develop and maintain a good flow of reports, photos and news from our workers in Africa and Thailand (etc) and to pass these on through social media, newsletters and other appropriate means**
- 5. To gather regular reports from Suzanne's telephone and radio ministry to pass on in the same way**
- 6. To promote Suzanne's books in the same way**
- 7. To co-ordinate with Suzanne on the production of ministry newsletter, with a particular aim to make it more visually enticing and to reduce production costs.**

Person Specification

You will be a committed Christian with a heart for world mission and evangelism. You will be a self-motivated worker, able to organise your own time and content to work alone. You will have a high existing competence in working with I.T. and an ability to learn new skills within this area. You will be patient in dealing with people overseas.

Other Information

We are anticipating payment in the range of £12.50 to £15 an hour depending on experience. It may be that, in negotiating with the successful candidate, this role becomes that of a self-employed contractor rather than an employee. We wish to be flexible in order to get the right person to work alongside us.

The Ministry does not currently have anyone in employment or paid contractually.

We are expecting that the successful candidate would be able to raise donations to the Ministry in the first year to at least cover our payments to them. Bringing more people in as supporters of the Ministry is therefore the prime focus of the role.

The Ministry is based in Standlake, near Witney, Oxfordshire. It is not vital for the Communication and Promotions Officer to be based near there, but it would be useful if they were near enough to be able to meet with Suzanne and/or Trustees in person occasionally. We expect the majority of communication to be electronically.