

Job Description

Job Title: Advocacy Campaigns & Communications Manager

Work Location: Witney

Who We Are

Open Doors is a Christian charity that is looking to recruit active, practicing Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 60 countries to ensure that those facing such persecution are not forgotten, but can stand strong to serve their communities and give life.

Job Summary

To develop and facilitate Open Doors UK & Ireland's public campaigning within the wider influence objectives of the organization so as to contribute to and help implement Open Doors UK & Ireland's (ODUK&I) advocacy strategy and ensure that supporters are equipped and motivated to speak out for the persecuted church and that our campaigns deliver focused actions in order to bring about positive change for the persecuted church.

About the Team

Reporting to the Director of Advocacy, you will also work closely with the Advocacy Officer, Parliamentary Officer, Media & Public Affairs team, Supporter Engagement, Strategic Relations and the Global Advocacy, Communications and Research staff.

Hours

37.5 hours per week. Usually between 8am to 6pm Monday to Friday. This position involves some evening and weekends at conferences and events for which TOIL (time off in lieu) may be claimed.

Responsibilities and Requirements

A) Advocacy Team Support

- **Contribute to the design of Open Doors UK & Ireland's (ODUK&I) advocacy strategy** by developing and project managing the delivery of public advocacy campaigns, projects and events in line with the strategy.
- **Work collaboratively with the Advocacy team** to ensure consistency of messaging and a coordinated approach. Provide support to Director of Advocacy where appropriate.

B) Advocacy campaigns

- Project manage the advocacy campaigns.
- **Design the overall objectives** of each supporter focused campaign. Work across the ODUK&I and global team (including field teams) to ensure:
 - consistency
 - focus on field activity
 - implementation of security guidelines and Open Doors' branding at all times
 - enhancement of Open Door's reputation and a positive and significant impact
 - successful delivery of each campaign
 - a biblical understanding of campaigning
- Work with the wider ODUK&I team to **produce online and print material** for advocacy events and campaigns and ensure advocacy is integrated throughout the organisation.
- **Monitor and evaluate impact** of all campaign activity, providing learning and feedback for future.

- **Act as an external face** of advocacy supporter campaigns. Manage a range of external stakeholders and audiences to ensure supporters are mobilised and other organisations and influencers are influenced by ODUK&I.
- Undertake occasional media engagement work to promote and profile campaigns.
- Supervise the campaign-related work of the Advocacy Assistant/Officer in conjunction with the Director of Advocacy & Public Affairs.

C) Advocacy Supporter Events

- Work under pressure and to tight deadlines to identify locations, source materials, manage external relationships and manage supporter engagement to **plan and project manage supporter events**.
- Ensure that supporter events are well run, comply with the necessary legislation (H&S, data protection etc.), on brand and **producing impactful outcomes**.
- **Monitor and evaluate profile and impact of campaigns, events and resources produced**, providing learning and feedback for future.

D) External Relationships

- **Develop, maintain and manage** a network of contacts and important external relationships in the advocacy campaigning space to participate and endorse and engage in campaigning activity – including church leaders and leaders of other campaigning groups such as Just love and the Justice Conference.
- Network in this space in a way which bolsters Open Doors' brand and reputation with other organisations – both Christian and secular - and **which leads to opportunities** the advocacy team can pursue.

E) Advocacy Digital Strategy

- **Lead on managing and delivering** advocacy's digital strategy, including having overall responsibility for the Engaging Networks platform.
- Ensure that advocacy information and campaigns on the **ODUK&I website** are up-to-date and effective for campaigning. This includes, but is not limited to, drafting, proof reading, uploading and sending engaging campaign content for the ODUK&I website and email alerts.
- **Develop and oversee campaigning priorities**, approaches and capabilities – using both digital tactics and offline tactics, including public events – in order to ensure Open Doors' issues remain a political priority and supporters are encouraged, equipped and empowered in increasing number to speak out effectively for the persecuted church.
- Lead on the advocacy team's **social media** outputs and attend marcoms' weekly digital content meetings on behalf of the advocacy team.

F) Managing Volunteers' Advocacy Engagement

- Manage the development of the Advocacy Representatives Programme in line with the advocacy strategy, working closely with other departments and managing and training advocates and speaking at advocates events.
- Support Innovation lead in **developing young adult strategy** with a focus on the campaigning.

Applying Your Christian Faith to This Role

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- contributing to and leading daily devotions (this can be for the whole team or just smaller, departmental groups)
- participating in retreats, days of prayer and fasting, etc.
- committing to private prayer for the work associated with this role and closest colleagues
- working in such a way so as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- a strong understanding of the theology of influence for advocacy, with an openness to the prompting of the Holy Spirit in roles in communications
- to be open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Limits of Authority

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

Who You Are

You will demonstrate the following essential criteria for this role:

Culture

- committed Christian who is completely in sympathy with the calling and mission of Open Doors
- chemistry with Open Doors' team
- commitment to Open Door's values
- passionate about the persecuted church and the value of advocacy

Competency

- good level of education, e.g. at least 5 passes at GCSE or equivalent, including English and maths
- excellent interpersonal skills
- strong experience in advocacy or campaigning
- able to speak competently and compellingly in public about the work of Open Doors
- strong project management and event organisation skills
- excellent problem-solving skills
- able to be flexible and adaptable to changing situations
- able to manage and maintain external working relationships
- excellent verbal and written communication skills
- strong IT skills including Microsoft Office and database skills

- able to prioritise and manage own workload
- ability to meet deadlines and produce work of a consistently high standard
- strong attention to details
- ability to think strategically
- confident in supervising the work of other team members

Character

- responsible and mature outlook
- willingness to undertake routine tasks as necessary
- team player
- willing to innovate
- flexible and proactive approach
- willing to work some early mornings, evenings and weekends

In addition, it would be beneficial for you to demonstrate the following:

- degree in relevant subject, eg human rights, theology, politics, communications
- experience in an international environment
- experience in managing volunteers
- experience working in political campaigns
- an interest and involvement in politics
- some experience of the reality in field countries so as to bring about appropriate and effective change for the persecuted church.

Enhanced disclosure information may be requested from the DBS in the event of a successful application.

Our Statement of Faith

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;

and in Jesus Christ His only Son, our Lord,

who was conceived by the Holy Spirit;

born of the Virgin Mary;

suffered under Pontius Pilate;

was crucified, died and was buried.

He descended into hell,

the third day He rose again from the dead;

He ascended into heaven, and sits at the right hand of God the Father Almighty,

from where He will come to judge the living and the dead.

We believe in the Holy Spirit;

the holy Christian Church;

the communion of saints;

the forgiveness of sins;

the resurrection of the body;

and the life everlasting.