



## Job Description

### Job Title: Marketing Communications Coordinator

**Work Location:** Witney

### Who we are

Open Doors is a Christian charity that is looking to recruit active, practising 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

The Marketing Communications Co-ordinator will provide EA support to the Marcomms leadership team and will provide effective administration and coordination for the marketing team to enable them to deliver marketing campaigns and projects, within budget, on time and with the desired outcomes.

### Primary Working Relations

Head of Marketing  
Deputy Director of Marketing Communications  
Portfolio Leads  
Project Managers

### Hours

37.5 hours per week. Usually worked between 8.00am to 6.00pm Monday to Friday. This position occasionally involves some evening and weekends for which TOIL (time off in lieu) may be claimed.

## Key Responsibilities

### A) EA to Head of Marketing / Deputy Director of Marcomms:

- provide effective administrative support to the Head of Marketing and Deputy Director of Marcomms: receiving calls and emails and acting as the first point of contact for senior level staff, trustees and other external visitors
- ensure the efficient, effective and professional management of the office, utilising all aspects of Microsoft Office software
- manage and maintain executive schedules, appointments and travel arrangements to make effective use of the HoM/DDM's time. This includes diary management and facilitating work/life balance
- co-ordinate, prepare and process all correspondence and communications, i.e. produce letters, emails, agendas, minutes, PowerPoint presentations, reports and spreadsheets
- manage the logistics and schedules for team devotions
- manage the expenses and invoices process in an efficient way
- review operating practices/procedures and implementing improvements where necessary
- ensure security and confidentiality of data.

### B) Marketing Support:

- provide support to the marketing team to enable them to deliver campaigns and marketing projects by: liaising with the project team and suppliers, managing schedules, meetings and actions, ensuring project documentation is well-maintained, and managing and tracking marketing costs
- work with the marketing team to improve marketing processes; spot opportunities to improve document templates and ensure consistency
- support project managers to ensure projects run smoothly; eg: consistency of documentation, secure storage of information, etc.
- work with the Programme Office team to implement the Open Doors project management process within the marketing team and ensure schedules, documentation and controls are well maintained.

### A) General

To undertake other departmental tasks as requested by the line manager.

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.

## 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)
- participate in retreats, days of prayer and fasting etc.
- committing to private prayer for the work associated with this role, your direct reports and closest colleagues
- working in such a way as to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- being open and obedient to God's voice and direction and to always seek His will above all else
- seeking God's wisdom and discernment in the planning of projects as to achieve outcomes that are ideal for teams
- applying principles of good Christian stewardship in the management of project budgets
- blessing others with a Christ like approach in the resolution of project issues

## 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:**

### Calling

- committed Christian who is completely in sympathy with the calling and mission of Open Doors

### Competency

- proven experience of administration work and coordination at intermediate level
- strong IT skills including MS Word, Excel, PowerPoint skills and Desktop Publishing, Outlook and SharePoint document management
- experience using a CRM (customer/supporter) database
- a team player who has the ability to work on their own initiative and is willing to contribute and provide support to wider goals/projects
- excellent organisational, workflow and time management skills and good attention to detail
- excellent communication skills (written and verbal): confidence and ability to communicate with people at all levels in an organisation
- experience working with confidential material
- understanding of the creative and marketing production processes

### Character

- humble and servant-hearted attitude
- able to work effectively under pressure
- demonstrates a high level of commitment
- positive and professional approach
- adaptable to change

### Culture

- chemistry with Open Doors Staff
- commitment to Open Door's Core Values

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

- broad knowledge of international and Christian issues
- developed project management and budget management skills and experience, preferably in a charity environment
- experience working with copywriters, designers or marketing agencies/ freelancers.

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