

VISION STATEMENT: TOGETHER WE ARE WORKING FOR A WORLD WHERE ALL CAN EXPERIENCE FAITH IN CHRIST AND THE ABUNDANT LIFE THAT ONLY HE CAN PROVIDE.



JOB DESCRIPTION

JOB TITLE:	Writer
RESPONSIBLE TO:	Creative Content Manager
DEPARTMENT:	Department of Communications and Fundraising
INTERNAL RELATIONSHIPS:	Mission Personnel, Department for World Mission, Intercultural Learning & Collaboration Department
EXTERNAL RELATIONSHIPS:	Freelance writers, freelance proofreaders, photographers, videographers, consultants, designers, BMS World Mission partner organisations, BMS supporters
LOCATION/TRAVEL TO:	BMS Didcot (with option of hybrid working) and occasional travel
JOB TYPE/HOURS:	Full time, permanent
GRADE:	5 - Professional

JOB OVERVIEW

An integral role in the Communications Team, supporting the Creative Content Manager in the creation of content, especially producing and editing written copy.

This role takes responsibility for commissioning, researching, writing, editing and delivering *Engage*, the BMS World Mission magazine, and the *Prayer Guide*. You'll also produce engaging and effective features, news stories, fundraising appeals, supporter relations materials, and support the creation of social media and email marketing content that raises awareness of and support for BMS.

ROLE AND RESPONSIBILITIES

1. WRITING AND EDITING

- To be responsible for the editing of *Engage* magazine, BMS' flagship print publication, and the *Prayer Guide*, including commissioning contributors, liaising with external designers and proofreaders, writing feature articles, editing copy and advising on design and photography
- To write news stories and features for BMS' website and print publications
- To have editorial responsibility (from commissioning to final delivery) for the weekly email update newsletter and to support the writing and sending of the Church Resource Newsletter email
- To have editorial responsibility for the Birthday Scheme bulletin
- To write copy for other publications and resources that will form the backbone of BMS branding, mission education and individual support when required
- In consultation with the Creative Content Manager, to create content for fundraising appeals,

including conducting interviews, writing copy and advising on design, and for appeal materials, including direct mail letters, appeal reports and thanking letters

- In consultation with the Creative Content Manager, to handle complex one-off tasks when necessary, including acting as lead writer on appeals and planning location reporting trips
- Deliver training internally to colleagues from other departments, on content such as the style guide, proofing training and story gathering ahead of overseas trips
- Develop key relationships with mission workers, supported partner workers and partner organisations to facilitate a smooth story gathering operation
- To be willing to travel overseas on location reporting trips
- Be a key proofreader for BMS content prior to publication, including social media content, email updates and print resources

2. ADDITIONAL CONTENT CREATION

- Populate, maintain and edit content via our CMS for our website
- Interview mission workers, partners, beneficiaries and staff for print, audio and video
- On occasion, to shoot, edit and publish audio, video and photography to help share and promote the work of BMS

3. ENGAGEMENT

- Provide support for the Creative Content Manager
- As part of a team, to contribute creatively to ideas for resources, and to help to develop and progress these concepts through to final delivery
- To engage professionally with freelance designers, proofreaders and, with oversight of the Creative Content Manager, photographers
- Undertake occasional travel within the UK and overseas and provide assistance in the preparation of planning and managing schedules, shot lists and interview plans in order to collect stories, images and video to assist in communicating BMS' work to supporters
- Respond to public enquiries via phone, email and web

4. OTHER DUTIES

- Work in accordance with BMS policies and procedures
- Where relevant, to provide support for and transfer skills to a writing team intern or apprentice
- Specific learning and development opportunities that support organisational development
- Specific learning and development as agreed with your line manager related to your role

PERSON SPECIFICATION

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

Demonstrable experience of working in professional communications

Demonstrable experience of professional writing, and writing to deadline

Experience with proofreading

Proficient in Microsoft Office programs and computer literate

A talented writer with excellent grammar, punctuation, spelling and attention to detail

Creative, with the ability to come up with imaginative ideas

Proven ability to write in the journalistic categories of news and features

Self-motivated and organised, with ability to prioritise and handle various projects in a busy environment

Web literacy

Preferred

Experience in using a website CMS

Additional training or courses in related areas, such as writing, video and web

Experience in charity communications

Experience of working in an overseas development context or understanding of international development

Experience of editing magazines

Experience with proofreading

Familiarity with Adobe Creative Cloud software

Understanding of contemporary Christianity and its audiences, especially Baptist churches

Understanding of BMS

Awareness of current international events, particularly in the developing world

PERSONAL QUALITIES

Essential

Able to relate well to people of different cultures and world views

Passionate about the aims and ideals of world mission, evangelism and international development

Mature, faithful and professional approach to the task and the team

Have the highest level of integrity and standards of excellence

Take confidentiality seriously and appropriately

Be creative, adaptable and take initiative

Keep up to date on relevant specialism

Personal values in full support of BMS' mission, values and goals

SPECIFIC OCCUPATIONAL REQUIREMENTS

The job-holder must have the right to live and work in the UK

The job-holder must be a committed Christian, fully in sympathy with the BMS vision statement.

SAFEGUARDING

A basic DBS check is required.