

## Role Description

**Title:** Missions Communications Assistant

**Reporting to:** National Director

**Hours of work:** 35 hours per week

**Location:** East Lancashire or Belfast

**Advertised from:** Monday 3<sup>rd</sup> June 2019

**Remuneration:** Please note that this is a missionary role. The Missions Communications Assistant is expected to raise 100% of their funds. Remuneration will be in the form of food and accommodation. Travel relating to the fulfilment of the role will also be provided and any out of pocket expenses relating to the fulfilment of the role would be reimbursed.

**Main purpose of the role:** To assist the National Director in communicating the vision, activities and outcomes of The Pais Project in the UK. The post-holder will assist with the overall strategy of missionary work and management of related communications.

The aim of the role is in line with the charity objectives:

- To seek the advancement of the Christian religion in accordance with the statement of faith
- The relief of persons who are unemployed in particular by the provision of advice, education and training opportunities
- To advance the education of children, young persons and adults in accordance with Christian principles

**Key duties and responsibilities (including but not limited):**

- Creating adverts and articles for promotion, in order to:
  - Recruit new volunteer missionary workers to share the Gospel
  - Raise financial supporters to fund the missionary work
- Creating and distributing weekly e-news letter in order to encourage the wider Christian community to pray for the missionary work of The Pais Project
- Overseeing a missionary media apprentice in creating and distributing graphics, which:
  - Share the Gospel message
  - Recruit new volunteer missionary workers
  - Advertise training conferences for Christian youth and schools workers
- Assisting National Director in developing communication to financial supporters who fund the missionary work

- Overseeing and supporting Pais apprentices in carrying out prayer meetings for the missionary work
- Overseeing and supporting Pais apprentices in communicating the vision, activities and outcomes of their missionary work in order to share the Gospel and encourage the wider Christian community
- Overseeing content of social media channels, for the purpose of:
  - Sharing the Gospel
  - Communicating the missional outcomes of the Pais teams
  - Recruiting new volunteer missionary workers
- Proof reading documents for distribution for all of the above
- Creating content for Christian media publications for the purpose of training the wider Christian community in mission and Christian workers in being effective communicators of the Gospel

**Key skills and experience required:**

- Recent and significant experience with a Christian charity with a focus on youth and schools ministry
- Good communication and administration skills, specifically:
  - Experience communicating the Gospel in written or graphic form
  - Experience working with children and young people
  - Ability to communicate Christian principles through publications
- Good people skills, specifically:
  - Experience working with children and young people in a Christian setting
  - Experience working with Christian/church leaders
  - Experience overseeing Christian missionary workers
- Ability to work well as a team
- Agreement with and affirmation of The Pais Project statement of faith (<https://paismovement.com/about-pais/beliefs/>)
- Active member of a Trinitarian Christian Church

**Desirable qualities:**

- Desire to learn and develop, evidenced by willingness to engage in additional relevant training



To apply, please send a covering letter outlining your suitability for the role, an up to date CV, two referees and a sample of any previous communications work to [bryonybaker@paismovement.com](mailto:bryonybaker@paismovement.com).

Applications close at midnight on Monday 1<sup>st</sup> July 2019.