

Job description



Job Title:	Senior Writer
Reports to:	Head of Department (Head of Marketing and Communications)

General job description:

The successful applicant will form part of the editorial team who produce the written content for our global aid ministry. This position will either be based in our international headquarters in Pewsey, Wiltshire, UK or there may be opportunity to work from our UK office in Swindon, Wiltshire, UK.

1. Principal responsibilities:

- Writing of copy for Barnabas Aid Magazine, Barnabas Prayer Booklet, Prayer Focus Update, email updates, news reports, editorials, web pages, fundraising appeals, project newsletters, donor reports and booklets/leaflets for publication (Barnabas Gifts, Praying for the Suffering Church etc.);
- Assisting the Head of Department with processes for content sign-off and approval;
- Proofreading, fact-checking and copy-editing drafts written by other members of the editorial team;
- Brainstorming, researching and fact-finding (from contemporary and historical sources) for topics and ideas for upcoming publications
- Reviewing booklets, leaflets, videos, other written publicity materials and web content, proposing and organising revisions with Editorial team;
- Liaison, as necessary, with national Barnabas Aid offices around the world for localised versions of material, including amendments and suitable material for different cultures and audiences where required;
- Administrative support and other duties as required.

2. Technical Competencies:

- Excellent written English;
- Ability to meet deadlines / excellent timekeeping skills;
- Attention to detail and proofreading skills;
- Collaboration;
- Research and exploration skills;
- Planning and prioritisation;
- Critical thinking;
- Web writing and computer literacy basics (knowledge of writing for SEO preferable but not required);
- Knowledge of CRM and email marketing best practice and writing for different audiences

3. Educational Requirements and Work Experience:

- Tertiary education;
- Non-fiction writing experience;
- Appropriate qualifications or experience working with computer software (web design experience desirable);
- Background knowledge of international current affairs, history, culture and other religions an advantage;
- Remuneration will be dependent on qualifications and experience.