



POSITION TITLE:	Marketing and Communications Manager
FULL TIME EQUIVALENCY:	1FTE
REPORTS TO:	National Director
WORKS WITH:	The whole team
WORK LOCATION:	Anglican Missions Office, Wellington

BACKGROUND

Anglican Missions represents the Anglican Church in Aotearoa, New Zealand and Polynesia (three Tikanga); is an incorporated Charitable Trust and has been operating for over 100 years. Under its Constitution, Anglican Missions is charged with a range of duties that include "...to promote the Mission of the Church ...". This Mission is expressed as the "5 Marks of Mission" which are to: *(1) witness to Christ's love for all people; (2) build welcoming, transforming communities of faith; (3) stand in solidarity with the poor and needy; (4) challenge violence, injustice and oppression, and to work for peace and reconciliation; and (5) protect, care for and renew God's creation.*

We support a growing number of short and long-term projects (mainly in the Pacific); are committed to working collaboratively with other agencies and want to tell our stories well. This is where you come in as we have a growing social media presence; a growing number of projects that we need to promote; and many sensational stories to tell.

What we're promoting isn't hard to sell - changed lives; improved health and education; greater resilience in the face of natural disasters and a strong message about looking after our planet. What we need is someone who totally appreciates that sharp and creative communications along with smart marketing are vital to the success of an agency like ours.

POSITION RESPONSIBILITIES

- (a) Create and develop a three-year communications and marketing strategy
- (b) Develop and implement marketing campaigns through digital and print media.
- (c) Create and manage engaging content across all channels (we currently use FB, Instagram and LinkedIn)
- (d) Manage and provide content for the website (brand-new site will be launched in March)
- (e) Manage our brand and work collaboratively with like-minded agencies for greater reach
- (f) Be responsible for collateral (includes on-line resources that churches can use) and digital and printed publications (such as the Annual Report)
- (g) Present and contribute at key events (such as training workshops)
- (h) Budget management
- (i) Measure KPIs and report to key stakeholders
- (j) Liaise with key people across the sector including designers, photographers and videographers.

SKILLS AND EXPERIENCE

- (a) Committed to sharing and promoting the “Five Marks of Mission” (see above)
- (b) Relevant tertiary qualification in marketing and/or communications (or similar)
- (c) 2+ years marketing experience
- (d) Excellent written and oral communication skills
- (e) Flexible team player and happy to do what is needed to get the job done
- (f) Proficient with software and online tools such as Microsoft Office, Adobe, CMS, Mailchimp
- (g) Excellent time management, organisational and project management skills
- (h) Great interpersonal and networking skills
- (i) Photoshop, photo editing and video editing skills desirable.

POSITION DETAILS

Location

While the successful candidate could work remotely, our strong preference would be to work with the rest of the team based at the Anglican Missions Office in Thorndon, Wellington. The Office is a strengthened and refurbished 140 year-old villa next door to Old St Pauls (a five-minute walk from the train and bus station). A car-park is available if required.

Hours

While this is a full-time position we would consider a job-share arrangement. Anglican Missions has flexible and family-friendly working arrangements. We believe that innovation thrives in teams where diverse points of view are welcomed, so we seek people that bring diverse life and work experiences.

Salary

To be negotiated and based on experience.

Resources

All resources necessary to carry out this role will be provided by Anglican Missions.

TO APPLY

If you would like to apply for this position, please send a covering letter, a copy of your CV and contact details for two referees to Olivia at olivia@angmissions.org.nz

If you'd like to discuss any aspect of this role; have questions or would like further information, please contact the National Director, Michael Hartfield on 021 913 219 or michael@angmissions.org.nz

We are keen to fill this exciting position as soon as possible so applications close **Wednesday 2 March** at 5pm.

