

**JOB DESCRIPTION**

<b>Job Title</b>	Senior Communications Officer	<b>Department</b>	Communications
<b>Reports to</b>	Head, Communications	<b>Position Type</b>	Full Time
<b>Supervises</b>	Communications Team		

**1. Job Objective**

The Senior Communications Officer assists the Head of Communications manage all aspects of communication to the Church community and externally.

**2. Key Deliverables**

<b>Key Result Areas (What)</b> <i>(List expected results that must be achieved o fulfil job purpose)</i>	<b>Supporting Activities (How)</b> <i>(What are the key activities undertaken to achieve the desired end results?)</i>
<b>Communication Strategy</b>	<ul style="list-style-type: none"> <li>• Work with the Head, Communications (HC) in crafting and implementation of strategies to achieve the vision, plans and objectives of the Church</li> <li>• Plug identified communications gaps in the Church.</li> <li>• Coordinate the implementation of agreed communication programs to enhance the reputation of TEC</li> <li>• Managing, planning and implementing a proactive communication program to enhance the reputation of TEC</li> <li>• Providing detailed reports of communications activities, including return-on-investment analyses;</li> <li>• Work with team lead to develop and manage the annual communications/publicity budget</li> </ul>
<b>Editorial Work</b>	<ul style="list-style-type: none"> <li>• Reviewing all internal and external communications with a view to ensure accuracy, good language and brand consistency. This includes, but is not limited to magazines, online platforms, publicity materials etc.</li> </ul>
<b>Content Generation</b>	<ul style="list-style-type: none"> <li>• Produce content for distribution through several information channels and platforms. Content could be gathered through several mechanisms.</li> <li>• Edit said content to impeccable standards</li> </ul>
<b>Publicity</b>	<ul style="list-style-type: none"> <li>• Drive the implementation of the publicity strategy of the church. Ensure that all publicity media and materials are properly produced, maintained and updated with current information.</li> <li>• Assist in overseeing internal and external communications and presentations, overseeing digital communication, including the content for the church website, social media, elev8 magazine, invitation cards, posters, brochures and fliers;</li> <li>• Maintaining extensive and positive relationships with national and international media;</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain the public relations function of TEC, establishing and maintaining active relationships with secular, denominational and interfaith media</li> <li>• Develop a pool of effective communication activists across TEC expressions</li> <li>• Undertake public speaking engagements on behalf of TEC</li> <li>•</li> </ul>
<b>Process Management</b>	<ul style="list-style-type: none"> <li>• Develop and implement systems and procedures necessary for the smooth operation of the communications function</li> <li>• Ensure proofing and quality assurance and overall adherence to TEC brand standards</li> <li>• Providing detailed reports of communications activities, including return-on-investment analysis;</li> </ul>
<b>Team Management</b>	<ul style="list-style-type: none"> <li>• Provide responsible leadership for all teams within the Communications unit, setting the example for an environment of creativity, innovation and problem solving.</li> <li>• Guide team towards achievement of KPIs and periodically provide feedback to ensure enhanced performance.</li> <li>• Identify development needs of team members and ensure that these are fulfilled in a planned manner Manage interpersonal relationships of team members</li> <li>• Manage team members engagement and motivation</li> <li>• Coordinate the production and submission of monthly team reports</li> <li>• Providing coaching and mentoring for team members</li> </ul>

### 3. Skills and Knowledge

<i>(Knowledge, Skills and Behaviours required to succeed in role)</i>	
Educational Qualification	<ul style="list-style-type: none"> <li>• First degree in from a reputable university with a minimum of 2:2</li> <li>• Post-Graduate degree in Communications, Journalism, International Relations/Public Affairs, Journalism or other related disciplines is advantageous</li> <li>• Minimum of 5 years' experience in communications and media management.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience working with cross-functional teams</li> <li>• Experience working with a high performance team in a communications/publicity capacity</li> <li>• Experience working with multimedia, social media, web design, graphics and other communications/publicity management teams</li> <li>• Experience working within a production team</li> </ul>
Relevant Skills	<ul style="list-style-type: none"> <li>• Proven writing and editing skills. Writing skills include screen writing, editorial writing, writing press releases etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent command of (written and spoken) English</li> <li>• Ability to convey complex ideas in a creative, clear, direct, and lively style.</li> <li>• Strong diplomatic, interpersonal, and team skills</li> <li>• Strong organizational and problem solving skills</li> <li>• An in-depth understanding and problem-solving approach to project management as it relates to complex, multifunctional project</li> <li>• Knowledge and applied work experience in social media principles sufficient to execute, lead or advise others in assuring that upcoming online communication and audience engagement tools and channels are fully leverage</li> <li>• Ability to prioritize, work well under pressure and capably handle/juggle multiple tasks within tight deadlines.</li> <li>• Demonstrates creative and critical thinking skills</li> <li>• Strong relationship management, strategy development, project management, problem solving and change management skills.</li> </ul>
Attitude and Behavioural Traits	<ul style="list-style-type: none"> <li>• A dedicated Christian, positive attitude, self-starter, assertive, committed to excellence, and feels a calling to help fulfil the church's mission</li> <li>• Professional and positive approach, self-motivated, team player</li> <li>• A highly committed and motivated individual</li> <li>• Humility</li> <li>• Willingness to go the extra mile</li> </ul>