

## JOB DESCRIPTION

<b>Job Title:</b>	Content Writer
<b>Department:</b>	Communications and Engagement
<b>Reports to:</b>	Head of Content and Communication
<b>Based at:</b>	53 Romney Street, London, SW1P 3RF
<b>Hours:</b>	35 hours per week
<b>Contract Type:</b>	Permanent Contract

### Role Purpose:

To enable CARE to be light and salt in the public square, faithfully representing the Bible and Jesus in public life. This is to be done through commissioning, writing and editing resources which will help to equip the Church, as a valued member of the Communications team.

### Specific Responsibilities:

- a) To take a leading role in developing the content for resources to equip the church, including topic primers, Biblical deepdives and other publications.
- b) To identify gaps in our website coverage, and help with writing content, including long-reads and blogs, both from a theological and political standpoint.
- c) To take a leading role in working with external writers, pitching new ideas of content for us to cover, researching experts (including church leaders, theologians, MPs and policy experts), reaching out to them and building relationships, providing briefings and editing content
- d) To co-ordinate other teams (eg. Policy) writing for our website and edit content which is produced
- e) To assist with our regular news coverage, including writing up key headlines and being on the rota for our Christian commentary on the biggest political story of the week
- f) To actively look for new opportunities to expand out our range of written products, both online and offline
- g) To undertake other communications duties as directed, such as helping with CARE's video content, writing news stories and contributing to larger CARE-wide communication projects, amongst others.

### General:

- a) To undertake such other duties as the line manager shall from time to time determine
- b) To be flexible in working from other offices in the UK as required for the effective delivery of the role
- c) To demonstrate the values and cultural aspirations of CARE in all work that is undertaken
- d) To ensure due consideration is always given to our charitable aims and objectives and that this is demonstrated in all activities undertaken
- e) To be inspired by the work of CARE, supportive of and in full agreement with CARE's statement of faith

## Person specification

### Character

We expect each member of the CARE team to embody Jesus' Golden Rule described in Matthew 22:37-38: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.'

As part of our personal discipleship, members of the CARE team will be accountable for how the Fruit of the Holy Spirit in Galatians 5:22-23 impacts relationships, conduct, speech, behaviour, motivation, and goal setting.

This will mean you will:

- place prayer and the spiritual wellbeing of yourself, colleagues, and others as a priority.
- be willing to take responsibility for your own actions, those of your team, and not abdicate responsibility for appropriate decision making.
- step in to help others where you see a need being unmet.
- see your role and work in the context of mission and God's calling on your life.
- act with civility and integrity in all matters internal and external and avoid party political or denominational bias in carrying out work in and for CARE.
- be flexible and agile in working patterns and be willing to go the extra mile when necessary.
- show grace and forgiveness when wronged and say sorry and ask for forgiveness when a mistake has been made.
- be an active listener and take advice to make wise decisions.
- be inclusive in respecting the value of each person whether they share the same beliefs, views, or positions or not

#### Essential Criteria

- An interest in working in for a Christian Charity and sympathy with care's mission and values
- Able to avoid party political and denominational bias in exercising the required duties
- Willing to take part in spiritual activity such as contribution to Bible study and staff prayers
- Good writing skills
- Strong attention to detail
- Well organised
- Personable and good at working in a team

#### Desirable Criteria

- Experience of meeting longer deadlines for printed communications
- Experience in writing extended, well-structured essays (eg. 2000+ words)