

JOB PROFILE

How to Apply for this Job



James Morgan/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Junior Digital Producer
Group	GFG
Team	Digital
Location	Teddington
Responsible to	Delivery Manager

Part 1 – Job description

1. Purpose of the team

Our vision is to grow a global community of people who want to enter into a whole-life response to poverty with help from Tearfund. They will be invited to give, pray, campaign, volunteer and make lifestyle changes, according to how they feel challenged to respond. We have a ministry to inspire and help people to live generously - in every sense of the word.

The Digital team is responsible for the Tearfund website, e email marketing output and core social media presence. The team helps Tearfund deliver its corporate digital vision through providing expertise and leadership. The team advises and enables the Global Fundraising Group (GFG) and Global Advocacy and Influencing (GAI) audience teams to achieve their objectives through digital channels and communications.

2. Main purpose of the job

To fulfil essential digital tasks such as web page and email production and website maintenance and optimisation.

Supports teams from across the organisation in delivering Digital presence for projects, fundraising campaigns, and more as required.

3. Position in organisation

Line management: Reports to the Digital Delivery Manager.

Member of cross-functional digital team.

Working alongside Digital Producer.

Works closely with other Tearfund teams during key projects and as part of business as usual activity.

4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Attend, in person or remotely, corporate Teddington Prayers on Wednesdays, to pray for Tearfund's work and spend time in prayer and worship together
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group

- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

6. Scope of job

- Website production: maintain and update tearfund.org using our content management system (Sitecore).
- Email production: build marketing emails in our email platform (Mailchimp).
- Training and support: provide training and support for others across the organisation on our systems, processes and best practice

7. Duties and key responsibilities

Website production

- Supports the maintenance of [Tearfund.org](http://tearfund.org), using our content management system (Sitecore).
- Works with Project Managers and Digital Delivery Manager on page builds and fixes, content development, template optimisation.
- Prepares image, video, and audio and content for use.
- Supports and responds to business-as-usual requests; is able to escalate and prioritise requests as necessary.
- Other online production and maintenance tasks as required.

Email production

- Builds and sends marketing emails in our email platform (Mailchimp).
- Confidently segments receiver lists using data/lists from the data team, when needed.
- Works with Digital Producer and Delivery Manager on email template maintenance.
- Supports other key Tearfund teams in email builds and data set-up.
- Analytics/statistics: review email engagement and reporting where needed.

Training and support

- Occasional training of Mailchimp authors.
- Supports the building of processes that ensure quality control and assurance across website, content and email marketing.
- Technical and practical support to website and email editors and project managers.

Other

- Works on multiple projects and with multiple stakeholders at one time.
Works as part of a multi-disciplinary team

Part 2 – Person specification

Job title: Junior Digital Producer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Advanced level of knowledge in a relevant field, evidenced by a degree or equivalent professional experience 	
Experience	<ul style="list-style-type: none"> Use of content management systems for websites or blogs Use of email platform Basic understanding of HTML and CSS Ability to manipulate image, video, and audio files to prepare them for online platforms within editing software Communicating in a timely and professional manner Managing large workloads 	<ul style="list-style-type: none"> Advanced HTML and CSS experience Javascript Experience working with the following platforms/tools: <ul style="list-style-type: none"> Sitecore Mailchimp Photoshop Adobe Premier Pro Audition Reporting on digital metrics Experience of implementing Search Engine Optimisation best practice Experience with A/B testing
Skills/Abilities	<ul style="list-style-type: none"> Good communication Ability to prioritise Attention to detail Able to focus on individual tasks but also switch between tasks Confident in delivering high quality work within a busy and varied workload Ability to learn quickly Confident with digital tools Reliable 	<ul style="list-style-type: none"> Understanding and enthusiasm for digital trends and innovation Understanding of digital UX best practice Good understanding of issues relevant to Tearfund's ministries
Personal Qualities	<ul style="list-style-type: none"> Passionate about digital communications and technologies Technically minded Clear communicator Adaptability Strong organisational skills, able to work efficiently Committed Christian who recognises Jesus Christ as their Lord and Saviour Committed to Tearfund's Mission, Values and Beliefs 	<ul style="list-style-type: none"> Analytical Strategic
OTHER COMMENTS: <ul style="list-style-type: none"> All roles require a DBS/Police check Tearfund is a member of the SCHR Misconduct Disclosure Scheme Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

TEARFUND
Information for applicants

Job title: Junior Digital Producer

Office hours:

Monday to Friday 9.00am - 5.00pm with one hour for lunch.
35 hour working week

Annual leave - full year:

25 days pro-rata
+ statutory bank hols
+ additional days at Christmas

Sick leave scheme:

Based on length of service

Non-contributory pension scheme:

Tearfund will contribute 10% of your salary to your pension. All staff are contractually enrolled onto the Tearfund group pension scheme

New staff service:

6 months probationary period with a 3 month review

Grade: 6

Salary: £24,474