

Post	Senior Editorial Content Producer (maternity cover)
Responsible to	Head of Communications
Team	Communications Team
Group	Fundraising and Communications
Proposed grade	F
Contract	Fixed-term (Maternity Cover, 9-12 months)
Hours	Full time (35 hours a week)

The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential to standing in solidarity with people whose faith makes them outsiders in their culture to pioneering mission among people who might have given up on God, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In the last few years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.



Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

The primary purpose of the role is to help deliver a comprehensive communications plan that will increase engagement from individuals and churches with Church Mission Society. The post-holder will take a lead role sourcing, commissioning, compiling, creating and editing content – mostly written,. This role will include coordinating and managing primarily editorial content production by other team members, ensuring it is of high quality, on schedule, on budget and appropriately distributed across a range of channels.

The Fundraising and Communications Group is comprised of the Communications team, the Digital and Direct Marketing team and the Key Relationships team. This role sits within the Communications team, which is responsible for producing most of the content for CMS's channels and platforms, as well as for public relations, crisis communications and brand guardianship. Storytelling is a key component of CMS content – much of the role of the Senior Editorial Content Producer (SECP) involves being an authentic and absorbing storyteller. It is essential that we communicate great stories from CMS mission (both overseas and in the UK) that will inspire specific audiences (individuals and churches) across print and digital platforms.

In the past few years, CMS has gone through a comprehensive strategic review of the organisation and a rebrand, as well as launching a three-year integrated campaign. As



a key member of the communications team, the SECP develops and manages content that aligns with all these key drivers and overall messaging.

Your relationships

The post holder reports to the Head of Communications and line manages a full-time staff copywriter and the part-time group administrator and liaises with freelance content producers as needed. This role requires effective cross-team working, within Fundraising and Communications and across CMS, including with overseas partners.

Your responsibilities (the order indicates weight and importance)

Content Production (75 per cent of the role):

- Work with the Head of Communications to deliver high-quality editorial content according to an agreed plan and schedule.
- Work with the Head of Communications and the Digital Engagement Lead to ensure that content is appropriately tailored and shared across a range of platforms.
- Exercise senior editorial responsibilities for the quarterly flagship publications, CMS Magazine and Prayerlines, in consultation with the Head of Communications and working closely with the Senior Designer.
- Work with the Head of Communications to develop messaging for any organisational campaigns and key projects. Coordinate their delivery, ensuring that communications team colleagues and managers within the Fundraising and Communications Group are appropriately involved. Support the Head of Communications in providing regular updates on project progress to the relevant teams.
- Contribute to the production of inspiring audio and video content that will be shared across a range of platforms, including social media. This will include scriptwriting, story-boarding and interviewing.
- Execute first-rate copywriting, proofreading and editing skills as you produce news, feature stories and copy for CMS websites, publications and other communications such as press releases and marketing/fundraising campaigns. Ensure content is sourced and credited as appropriate.
- Supervise the editing, production and distribution (postal and email) of mission partner communications pieces including mission partner updates and profiles.

Staff Supervision (15 per cent of the role):

- Line-manage a staff copywriter and team administrator.
- Coordinate and monitor the workflow schedule for the communications team.
- Help create an environment in which you and those you supervise contribute to the development of fresh, relevant and audience-focused content by pitching ideas together.



Cross-Team Working (10 per cent of the role):

- Liaise regularly with other departments, the wider CMS community (groups, forums, members, people in mission etc) and strategic UK and overseas partners to source stories.
- Work on projects relating to internal communications as directed by the Head of Communications, collaborating with other teams as appropriate.

Additional:

- Maintain the integrity of the Church Mission Society brand, ensuring that both brand message and house style are accurately followed by you and those you supervise and advise.
- Provide communications advice to staff colleagues on issues such as copyright as required.
- Follow security procedures for all content that is made public to safeguard the safety of all our mission personnel and strategic partners.

Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.

Values and behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS organisational strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)
- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation



Person specification

Senior Editorial Content Producer (maternity cover)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Graduate or equivalent experience and qualifications/ training.	<ul style="list-style-type: none">• Degree in publishing, marketing, journalism, media, English, Literature.
Experience	<ul style="list-style-type: none">• Substantial, relevant editorial experience – writing, editing and developing a variety of content for public-facing communications in print and online, including social media.• Demonstrable experience in contributing to the creation of audio/video content for a public audience.• Experience conducting interviews for content production.• Experience of working in a fast-moving, deadline-driven environment.• Experience of managing others.	<ul style="list-style-type: none">• Experience in journalism.• Experience working in communications for a charity or mission organisation.• Experience of mission locally and overseas.• Magazine editorial experience.• Experience of writing or editing successful charity appeals.
Skills and abilities	<ul style="list-style-type: none">• First-rate copy-writing, with excellent ability to tailor writing to audience, proof-read accurately and edit effectively.	<ul style="list-style-type: none">• Ability to take and edit good photographs using Adobe Photoshop or Lightroom.• Ability to produce and edit audio and video content.



	<ul style="list-style-type: none">• Ability to use social media effectively.• Project management/ schedule management experience.• Ability to produce scripts/ storyboards for audio/ video content.• Excellent interpersonal skills.• Ability to relate to people of a wide range of cultures.• Creative problem-solving skills.• Ability to work under pressure and to deadlines.• Strong IT skills.	<ul style="list-style-type: none">• Ability to use graphic design software (InDesign) and undertake basic graphic design tasks.• Familiarity with CRM database systems, particularly ThankQ•
Knowledge and understanding	<ul style="list-style-type: none">• Some knowledge of the worldwide church and mission• Awareness of current international issues	<ul style="list-style-type: none">• Knowledge of Church Mission Society
Disposition	<ul style="list-style-type: none">• Self-motivated and enthusiastic.• Imaginative.• Collaborative team player and also able to work on own initiative.• Culturally sensitive.	
Other	<ul style="list-style-type: none">• Committed and practising Christian and also committed to the aims and values of Church Mission Society.	<ul style="list-style-type: none">• Full driving licence.



	<ul style="list-style-type: none">• Willingness to undergo safeguarding checks.• Work occasional evenings and weekends, including travel in Britain and overseas.	
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Terms and conditions

Job Title

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade F of the CMS salary scales; starting at £34,880 per annum (Full Time Equivalent). Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to forty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** One months' written notice on either side is required for the termination of the appointment after the probationary period.