



## Job Description

Job Title: Bright Now Campaign Assistant / Communications Assistant

Reporting to: The person in this role will report primarily to the trustee with oversight of the Bright Now campaign. Other support will come from Bright Now's experienced Campaign Manager, alongside whom the Campaigner will work on Bright Now tasks. On other Operation Noah communications tasks, the person in this role will report to other members of the board, primarily the trustee overseeing admin matters.

Salary and hours: The person in this role will be engaged as a self-employed freelance. It is a three-month appointment. We expect the job to take four days per week (three days of which will be on Bright Now and one day on communications, both for ON and its campaigns); these days can be worked flexibly subject to negotiation, based in our office near London Bridge. The remuneration will be at £150 per 7-hour day or equivalent.

Background: Operation Noah is the leading Christian charity campaigning on climate change. Our Bright Now campaign focuses on church investments becoming fossil-fuel-free. There is a major opportunity for the campaign coming up this summer. The Church of England, with an investment portfolio worth around £7.9bn, will be debating fossil-fuel divestment at its General Synod meeting in July. This key opportunity requires Bright Now to reach out effectively and mobilise support for divestment at General Synod (GS). We are looking for an enthusiastic and motivated person with excellent communication skills to help us to make the most of this crucial opportunity.

In addition, our communications contractor is taking a 3-month sabbatical and we are in need of someone to keep this work going in their absence.

### Main tasks and responsibilities (Bright Now):

#### A. General Synod

1. Strategic analysis of key influencers ahead of Church of England General Synod
2. Plan and deliver a strategy for mobilising support for the divestment resolution. This could include asking churches to lobby GS members, making use of Bright Now's latest report, publicity via church press, social media and so on
3. Organise a fringe event at General Synod

- B. Work as part of a team with the Campaign Manager in the general cause of Bright Now, as agreed with line manager.

### (Communications):

#### A. Bright Now

1. Write and publish regular blog posts with news on our campaign and the wider divestment context
2. Use Operation Noah's Twitter account to communicate messages about divestment

3. Liaise with trustee responsible for Facebook to ensure divestment messages are also included in that channel
4. Write content for newsletter
5. Write press releases, send to appropriate media, liaise personally with key press contacts

B. Outreach Campaign

1. Use Twitter to communicate messages relevant to the outreach audience
2. Promote Women's World Day of Prayer video, using a range of communications channels.
3. Write content for newsletter

C. Operation Noah

1. Write, produce and publish a monthly newsletter for distribution to ON supporters
2. Manage Operation Noah's Twitter presence
3. Update website news and events section as required
4. Other communications activity as required

PERSON SPECIFICATION	Essential	Desirable
Excellent written and oral communication skills	X	
Self-confidence	X	
Ability to be diplomatic	X	
Excellent organizational skills	X	
Ability to motivate self	X	
Ability to manage own work-load	X	
Experience and knowledge of the Church of England's structure, hierarchy and how General Synod operates		X
Christian faith		X
Commitment to care for the environment and passion to take action on climate change	X	
Experience in: publishing web content on WordPress	X	
using Twitter on a professional basis	X	
creating email newsletters using third-party provider (we use Mad Mimi)	X	
writing press releases	X	