

ECM Ireland
Communications and Marketing Manager
Job Description

Job Title: Communications and Marketing Manager (one year temporary)

Reports to: Director of ECM Ireland

Duration and location: This is a one year temporary, part-time role (12 hours per week), based in the ECM Ireland office in Lisburn, or other locations as agreed with the Director.

Salary: £19,500 per annum (pro-rata)

ECM Ireland's vision is to see Europe '**full of churches, full of people, full of Jesus**' and we need a Communications and Marketing Manager who can effectively share this vision across a variety of media channels, with the aim of raising awareness of the work of ECM and the spiritual need in Europe, so that more people across Ireland will be informed to pray, to give and to go.

Primary purpose of the role:

The role of the Communications and Marketing Manager is to develop, oversee and implement ECM Ireland's communications and marketing strategy.

Roles and responsibilities:

1. To oversee, develop and implement ECM Ireland's communications and marketing strategy in line with ECM Ireland's vision which is to see Europe 'full of churches, full of people, full of Jesus'.
2. To develop, produce and distribute ECM Ireland's printed media in line with ECM Ireland's vision as stated above.
3. To design, develop and implement ECM Ireland's digital media in line with ECM Ireland's vision as stated above.
4. To assist with other tasks in the ECM Ireland office as required.

Specific Roles and Responsibilities:

1. **To oversee, develop and implement ECM Ireland's communications and marketing strategy in line with ECM Ireland's vision which is to see Europe 'full of churches, full of people, full of Jesus'.**

The postholder will:

- Develop and implement an effective communications and marketing strategy that will raise awareness of the work and vision of ECM Ireland.
- Provide communications and marketing support to the ECM Ireland staff team, helping them to communicate well internally and externally, via a variety of channels.
- Create high quality, engaging, ECM Ireland campaigns in collaboration with others.

2. To develop, produce and distribute all of ECM Ireland's printed media in line with ECM Ireland's vision.

The postholder will:

- Oversee the design, production and distribution of ECM Ireland's printed media.
- Coordinate and lead the production and distribution of the ECM Life magazine three times a year.
- Assist with the production and distribution of ECM Ireland prayer materials.
- Seek to increase the circulation of the above publications.
- Develop other printed publicity materials as agreed with the Director.

3. To design, develop and implement all of ECM Ireland's digital media in line with ECM Ireland's vision.

The postholder will:

- Use a variety of social media channels to creatively and effectively communicate ECM Ireland's vision in a consistent manner.
- Develop and maintain ECM Ireland's website.
- Produce high quality, engaging promotional videos and PowerPoint / Keynote presentations as agreed with the Director.
- Provide digital communication support to those within ECM Ireland.

4. To assist with other duties in the ECM Ireland office as required.

The postholder will:

- Represent ECM Ireland at meetings and events as required.
- Attend ECM Ireland staff meetings, prayer meetings and lead devotions when required.
- Assist with any other duties or activities that are relevant to this role and will further ECM's vision and objectives.