

# ‘THEOS’

## JOB DESCRIPTION

<b>Title</b>	Communications and Events Assistant
<b>Accountability and Reporting</b>	Director of Theos; Head of Communications; Operations and Events Manager
<b>Location</b>	London office
<b>Employer</b>	Theos
	Full Time

The Communications and Events Assistant is a new role on the Theos team, and has been developed specifically as part of Theos’ investment in boosting its communications capacity.

The role will work directly with Theos’ Head of Communications on the delivery of a communications strategy focused on increasing Theos’ visibility amongst key influencers, developing its research, comment and analysis pieces into video and image based content and understanding how to most effectively engage with new audiences through digital and social media. It will also involve working closely with Theos’ Operations and Events Manager in the delivery of various events.

The right candidate for this role will have an interest in the work and mission of Theos, a keen interest in popular culture and current affairs and a relevant undergraduate degree.

**Main Responsibilities:** *Please note, these do vary depending on time of year.*

- Assisting the Head of Communications with creation and dissemination of content – development of graphics and video content, uploading content to the Theos website, managing social media channels, drafting social copy and media monitoring

- Assisting the Operations and Events Manager with planning and staging Theos events
- Attending meetings as required
- Dealing with day to day enquiries on the phone, on email, and in person
- Assisting the Relationships Manager with the maintenance of Theos' supporter database (Friends and Associates programme)
- Assisting with the creation of the monthly Theos newsletter with input from the team
- Updating, editing and writing web content for the Theos website, alongside the wider team
- Participating fully in the life of Theos including attending team meetings and events (in house and outside) as required
- Carrying out other reasonable ad hoc duties which may be required to ensure Theos' work is done as effectively as possible

**Qualifications:**

- A high level of intuition and attention to detail
- An interest in communications (particularly digital and social media communications)
- An aptitude for and some experience in generating and sharing social media content
- An interest in events management and marketing
- Ability to work as part of team and autonomously
- Excellent communication and organisation skills – both oral and written – and an approachable manner
- Well-developed interpersonal skills, with the ability to tailor messages to specific audiences and communicate with a wide range of stakeholders
- Competent in using social media and IT systems including Microsoft Office
- Educated to degree level or equivalent

### **Personal Attributes:**

- A commitment to the aims and objectives of Theos
- An interest in popular culture and current affairs
- Willingness to attend the occasional evening event

### **TERMS**

- Theos sits within Bible Society Group and is overseen by Bible Society Trustees, though it has a separate Board of Management and complete Editorial independence.

Theos

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