## Premier_strapline_RGB

## Job Description / Person Specification

JOB TITLE: Administrator Premier Insight

SALARY: £30,000 - £35,000 per annum

LOCATION: Home- temporally due to covid19, some days per week in London office in future

HOURS OF WORK: 35 hours per week

START DATE: ASAP

REPORTING TO: Group Apologetics & Theology Editor (Unbelievable? Producer / Presenter)

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| OVERALL MISSION OF PREMIER MEDIA GROUP |
| To enable people to put their faith at the heart of daily life and to bring Christ to their communities. |
| PURPOSE OF ROLE |
| To support the launching and growth of Premier Insight, a US Charity launched under Premier’s UK brand.  You will help coordinate, organise and administratively execute the strategy. In addition to this you will maintain diaries and delivery of various related projects, manage budgets, organise and execute complex tasks and anticipate next steps. |
| KEY TASKS |
| * Liaising with Premier Insight Consultants in the USA (Dunhams and Company) to coordinate the launch of communication/marketing strategies, ensuring they receive content for email creation, also follow up with content creators at Premier UK to produce podcasts and roll out plans according to agreed timeframes. (5hrs) * Work closely with Group Apologetics & Theology Editor (Unbelievable? Producer / Presenter), helping facilitate events while managing budgets, diaries and the delivery of various projects. (5hrs) * Booking of guests for interviews on the Unbelievable? Show (1hr) * Researching of topics for the Unbelievable? show and other associated podcasts (2hr) * Responding to show emails, requests and feedback (1hr) * Production of weekly e-sends (2hrs) * Editing copy for websites, e-sends, print articles, e-books and other online articles. (2hrs) * Editing and uploading regular blogs (2hrs) * Creating and scheduling regular social media posts (1hr) * Selecting audio and video clips for use on radio and social media (2hrs) * Liaising with wider Premier content team (radio, magazine, video, digital) (2hrs) * Liaising with other Premier departments and personnel to progress projects (2hrs) * Updating and compiling reports for project stakeholders (2hr) * Oversight of ongoing projects with external contributors (2hr) * Administration of guest fees, purchases and project budgets (2hrs) * Booking meetings, note taking and task follow up (2hrs) |

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| PERSON SPECIFICATION, SKILLS AND QUALIFICATIONS |
| **Qualifications, Skills**  Essential:   * Christian faith (Genuine Occupational Requirement) * Familiarity with the field of Christian theology, apologetics and evangelism * Proactive planning and organising skills * Strategic thinking * Ability to drive ideas forward * Excellent writing and editing ability * Administrative experience - budgeting, note-taking, diary management. * Social media experience * Project management * Word processing and Excel   Desirable:   * Website content management system experience * Audio and video editing skills |