

## Job Description

**Job Title:** Marketing Project Manager

**Work Location:** Witney

### Who We Are

Open Doors is a Christian charity that is looking to recruit Christians to help meet the growing needs of the persecuted church worldwide. Hostility, violence and abuse of Christians around the globe is on the increase. Open Doors works in over 60 countries to ensure that those facing such persecution are not forgotten but can stand strong to serve their communities and give life..

### Job Summary

The Marketing Project Manager will be accountable for the delivery of wide-ranging marketing projects, supporting projects that fall within the thematic campaigns and non-thematic campaigns. Ensure risks and issues are effectively raised and managed. Task management and coordination of teams to ensure effective delivery and strong project management.

### Primary Working Relationships

- Head of Marketing
- Head of Content
- Campaign Marketing Managers
- Marketing Project Managers
- Content Facilitator
- Creative Design Manager
- Directorate EA's

### Hours

Full time hours are 37.5 hours per week. Usually between 8.00am to 6.00pm Monday to Friday, with a minimum of 2 days per week based in the Open Doors office in Witney. This position occasionally involves some evening and weekends for which TOIL (time off in lieu) may be claimed.

### Responsibilities and Requirements

#### A) Deliver Marketing Projects (thematic and non-thematic):

- working with the Senior Marketing Manager / Head of Marketing to deliver the wider ranging marketing project delivering direct marketing mailings, using project management best practice; previous lessons learned, scheduling, briefing, budget management, research, change control, reviews and results analysis. Build strong relationships with suppliers and in-house teams, and ensure that direct marketing is in line with Open Doors brand, personality and policies.
- ensuring that all projects campaigns follow a project plan and are project managed successfully from start to end, ensuring correct scoping of the plan, a clear brief, clear objectives, measures and timings and that the project stays within budget.
- ensure project is within Open Doors branding and policies (eg security guidelines).
- any arising risks and issues are effectively raised and managed, and good, effective communication with all stakeholders takes place.
- Ensure project documentation is well-maintained and project status is reported regularly.
- Deliver and support the marketing team communicating with internal and external suppliers to ensure the whole team (internal and external) have clear understanding of the work required and deliver their tasks, schedules are agreed and day-to-day supervision occurs to ensure delivery of communications on time, on budget and on brief.

**B) Project Issue and risk Management:**

- identify and track any project risks and issues. Manage change through 'change control' process when issues are outside project tolerances.

**C) Campaign Review and Learning:**

- ensure effective reviews for projects, identifying insights that can be applied to improve processes and maximise response. Facilitate and support reviews for other projects, as required.

**D) Team Development:**

- work with the Head of Marketing to identify learning and development opportunities within the marketing team and facilitate these, including coaching and mentoring members of the marketing team, enabling them to grow and develop in their learning and experience.

**E) Other:**

- Any other tasks reasonably required for the role and necessary to support the MarComms team.
- To undertake other departmental tasks as requested by the line manager.

The above job description is a guide to the work the job holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

**Applying Your Christian Faith to This Role**

There will be many ways you will be able to apply your Christian faith and the outworking of your faith to the context of Open Doors. The list below gives some of the expectations of this role but is not exhaustive or intended to limit you:

- attending and contributing to daily devotions (this can be for the whole team or just smaller departmental groups)
- participating in retreats, days of prayer and fasting, etc
- committing to private prayer for the work associated with this role, for the volunteers, and closest colleagues
- working in such a way to reflect biblical principles of leadership and service
- applying biblical principles of godly stewardship to operational responsibilities
- being open and obedient to God's voice and direction in relation to any strategic matter and to always seek His will above all else
- responding to the prompting of the Holy Spirit in making decisions or communications.

Because of the essential Christian context in which the role will be performed, the role is subject to an occupational requirement under the Equality Act that the post-holder be a practising Christian. Each working day will involve collective prayer and worship, together with shared reflections on the work of Jesus Christ. All members of staff at Open Doors are expected to actively participate in this shared time and members of staff take it in turns to lead the act of collective worship.

**Limits of Authority**

To operate within the ethos and aims of Open Doors, adhering to budget parameters and the Open Doors' confidentiality agreement.

## Key Attributes

The following represent key attributes we are looking for in the successful candidate:

### Competency

- 'A' level education
- Review and help prepare marketing briefs, circulate and manage feedback with stakeholders (including Leadership team members)
- Manage and maintain the mailings budget (Welcome mailing) contributing to the mailings forecasting
- Manage and report on any risks and issues within the operational meetings
- Experience of working on online direct marketing campaigns
- Comprehensive understanding of the creative and marketing production processes and ability to support and train other members of the team
- Experience of dealing with agencies / freelancers / suppliers
- Project management experience in a marketing / communications environment, including developing schedules and working to project plans
- Excellent interpersonal and communication skills, with a proven ability to communicate and relate effectively to people at all levels
- Strong organisational skills and ability to work to a high level of accuracy and attention to detail
- Strong numeracy skills and the ability to manage and analyse data and costs
- Ability to effectively manage a busy and varied workload
- Demonstrate broad understanding of the Church / Christian community throughout the UK & Ireland.
- Computer literate with a sound working knowledge of MS Office
- Experience working with a CRM database
- Excellent organisational skills and meticulous attention to detail
- Proven ability to meet deadlines and to prioritise effectively
- Excellent communication skills (written and verbally), confidence and ability to communicate with people at all levels in an organisation
- Excellent time management skills
- Numerate with the ability to work with numbers and data and manage costs effectively (Previous experience of managing budgets and costs will be an advantage.)

### Character

- ability to get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems
- a positive and professional approach both internally and externally
- a team player who has the ability to work on their own initiative and is willing to contribute and provide support to wider goals/projects.
- taking initiative and following through with little direct supervision

### Calling

- committed Christian who is completely in sympathy with the calling and mission of Open Doors
- passionate about the persecuted church, with a vision and passion for communicating the message of the persecuted church

### Culture

- chemistry with Open Doors staff
- commitment to Open Doors' Core Values.

**In addition, it would be beneficial for you to demonstrate the following:**

- Degree or equivalent
- Understanding of direct marketing principles and processes

**Enhanced disclosure information may be requested from the DBS in the event of a successful application.**



## **Our Statement of Faith**

Open Doors is an evangelical Christian ministry

Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth;  
and in Jesus Christ His only Son, our Lord,  
who was conceived by the Holy Spirit;  
born of the Virgin Mary;  
suffered under Pontius Pilate;  
was crucified, died and was buried.  
He descended into hell,  
the third day He rose again from the dead;  
He ascended into heaven, and sits at the right hand of God the Father Almighty,  
from where He will come to judge the living and the dead.

We believe in the Holy Spirit;  
the holy Christian Church;  
the communion of saints;  
the forgiveness of sins;  
the resurrection of the body;  
and the life everlasting.