**JOB DESCRIPTION**

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| **Job title:** | Writer/Researcher |
| **Reports to:** | Managing Editor |
| **Main job function:** | To produce Barnabas Fund written materials |

**Principal responsibilities:**

1. Writing of copy (including deep and thorough research) for:

* Barnabas Aid Magazine
* Barnabas Prayer Booklet
* Prayer Focus Update
* News reports
* Analysis articles
* Fundraising appeals
* Prayer materials
* Barnabas Gifts
* Regular project newsletters
* Writing for external publications e.g. Church newsletters
* Occasional leaflets / booklets

1. Researching and fact finding, from contemporary and historical sources, for own assignments and other members of the Editorial team, as required.
2. Proofreading, fact checking and copyediting drafts written by other members of the Editorial team.
3. Reviewing booklets, leaflets, other printed publicity materials and web content in light of current practice, proposing and organising revisions and new products and writing copy.
4. Liaison, when necessary, with international offices for localised versions of materials, including amendments and deadlines.
5. Administrative support including note taking and office filing, both physical and electronic.
6. Liaison, as needed, with internal departments or external trusted sources on fact and figures checking.
7. Other duties as required.

**Responsible for the following staff positions:**

None September 2020