

POSITION DESCRIPTION

TITLE: Communications Manager

REPORTS TO: Chief Operating Officer, MicroEnsure (UK) Ltd

POSITION SUMMARY:

The Communications Manager is responsible for communicating MicroEnsure LLC, its products and services externally and internally to a range of stakeholders.

PRIMARY RESPONSIBILITIES:

1. Produce written materials to communicate the activities of MicroEnsure to a range of stakeholders. This written material will principally be a quarterly newsletter which is circulated internally as well as externally as well as various corporate brochures and marketing material as required. This will require the candidate to have sufficient knowledge about MicroEnsure's operations.
2. In conjunction with Opportunity US, our parent organization, write and release press releases to ensure we are positioned as a market leader.
3. Oversee maintenance and development of website (www.microensure.com)
4. Develop relationships with local media sources within countries where MicroEnsure has or expects to have a presence.
5. Communicate market intelligence regarding competition and media exposure achieved by MicroEnsure.
6. Promote and coordinate attendance of senior MicroEnsure staff at key media and communications events.

Qualifications:

- Bachelors degree or appropriate technical qualification (e.g. NVQ) preferred; alternatively experience in a similar position
- Minimum of two years experience in communications with a clear ability to learn new business models and effectively communicate across written and spoken mediums.
- Ability to learn and understand various insurance products, administration and distribution channels.
- Ability to maintain sense of organization with multiple demands and projects.
- Ability to work under pressure to meet deadlines.
- Ability to work with MicroEnsure staff across geographies and cultures.
- Strong self-starter able to perform tasks with minimal input.
- Fluent written and spoken English required.
- This post will be located in Cheltenham UK.
- Ability and willingness to travel to MicroEnsure offices in many emerging countries including, but not limited to Africa and Asia.
- A commitment to model and articulate MicroEnsure's Christian Mission, Vision and Core Values.

COMPENSATION

Target salary: £25,000/annual