

**Regional Planned Public Relations Coordinator**  
**(32-40 hours per week)**

**WORK ENVIRONMENT**

You will be working with one of our partners in the field, AFLAME. The team consists of full and part-time staff in sub-Saharan Africa (SSA) and Europe. The team engages in activities to support the persecuted Church in SSA. Through their activities, they aim to raise awareness and prayer for the Persecuted Church and work with the local Church and other organizations as our partner.

**PURPOSE OF THE ROLE**

As the Planned Public Relations Coordinator within the Communications Department, you are responsible for International Presence Ministry and Speakers. In your day-to-day role you will provide organizational stakeholders with relevant opportunities to connect “freer” societies with the persecuted Church in sub-Saharan Africa for the purpose of mutual encouragement and greater engagement.

**LOCATION AND TRAVELLING**

The role’s location is open to negotiation, preferably in Johannesburg, South Africa, or other parts of sub-Saharan Africa. All applicants should be able to travel to countries across the region (sub-Saharan Africa) without any restrictions, for up to 40 days per year, as required by the needs of the role.

**QUALIFICATIONS AND QUALITIES**

- Mature and committed Christian with a passion for African Christians who live out their faith in difficult and sometimes hostile environments and situations.
- Bachelor’s degree/diploma in communication and/or project management is preferred but candidates with proven ability and experience in this field are encouraged to apply.
- Proven project coordination skills, with knowledge and experience of the best platforms and systems to coordinate large teams and creative deliverables.
- Minimum of five (5) years’ working experience within creative teams.
- Culturally sensitive and good interpersonal skills to work with people from all cultures and backgrounds.
- Eager and able to adapt to our unique environment with its particular security requirements, structural complexity, and cultural diversity.
- Collaborative, sensitive and positive by nature.
- Delight in your functions and role within the team, i.e. focus on coordinating and understand the importance of good administration.
- Multi-tasker that is not easily frustrated by short notice changes.
- A natural problem solver with good time management.

## KEY RESPONSIBILITIES

- **SPEAKERS (IN-PERSON AND ONLINE):**

- 1) Manage existing speakers and identify future speakers and spokespeople.
- 2) Act as first contact and oversee the process of offering staff and non-staff speakers for online and in-person speaking engagements (assigning appropriate speakers, receiving requests, liaising with field stakeholders, communicating decisions), and ensure it supports the planned content cycle.
- 3) Design and/or maintain workflows to ensure that speaking engagements happen safely and securely (platform design, risk assessments, speaker briefing).
- 4) Provide content support (advise on focus, provide relevant PPT support, including relevant audio-visuals)
- 5) Guide speakers in dealing with the different audiences (focus, etiquette/protocols) they would face and on different platforms (radio, television, in person).
- 6) Support speakers in dealing with the different audiences (focus, etiquette/protocols) they would face and on different platforms (radio, television, in person).
- 7) Alongside other team members engage our supporter facing departments on opportunities to grow and strengthen engagement.
- 8) Give logistical support to the department to grow and strengthen credibility of organisation as a voice for the persecuted Church in SSA.
- 9) Coordinate logistics: visa applications, bookings, etc
- 10) Maintain, and improve where needed, workflow and platform for safe interaction with.
- 11) Monitoring and tracking of Speaker engagements

## IPM COORDINATION

- 1) Planning and coordination of annual travel to our region, alongside field stakeholders.
- 2) Assist in ensuring that all trips to our region aligns with Global & Internal strategic priorities, as well as our Global Campaign.
- 3) Coordination and provision of strategic input into trip routines e.g., program design, preparation of relevant documents, risk assessments, briefing of field team, travellers and/or Development reps, debriefing, feedback, and learning.
- 4) Coordinating logistics: visa applications, bookings, etc.
- 5) Coordinating post travel content approvals.
- 6) Assist in identifying new travel opportunities for greater and improved relationships between Development offices and their supporter engagements.
- 7) Improve quality of trips for increased awareness, presence ministry and prayer support for the persecuted Church in SSA.

This position requires the availability for regional and intercontinental travel to:

- Attend any ODI and field planning conferences
- Occasionally join trips for learning/oversight

**APPOINTMENT PROCESS AND HOW TO APPLY:**

Please apply for this position by submitting your CV/Resume and one A4 page that briefly outlines what you bring to this role and how God has prepared you. We also would like to receive references from your previous employer(s) and local church. Please ensure that your application reaches us at [hrsupport@aflame.org](mailto:hrsupport@aflame.org) no later than **23 September 2025**.