

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Communications Lead & Digital Mission Worker****Maternity cover - 12 month fixed term contract***There is a Genuine Occupational Requirement the post-holder is a committed Christian.* | **Salary:** | **Real Living Wage****£23,400 per annum (pro rata)****£12.00 per hour** |
| **Location:** | **St Michael’s Church Centre***Some of the role could be fulfilled via home-working by mutual agreement.* | **Hours:** | **15.5 hours per week****To start June 2024** |

**Job Purpose:** Responsible to the Parochial Church Council (PCC) to assist and support the Operations Manager in the delivery of effective communication of the activities of the Parish of St Michael’s Budbrooke.

**Line Manager:** Operations Manager

**Key Responsibilities:**

1. **Support and Promote the vision and core values of St Michael’s**
* Promote St Michael’s vision, mission and values at every opportunity.
* Attend staff meetings for items directly relevant to the role (e.g. communications).
* To understand the functions of the church and build relationships with key stakeholders. Occasional attendance / work at Sunday worship will be required.
1. **Communications Lead.**
* Contribute to the development and delivery of a Parish communications strategy.
* Implement communications plan so that information is communicated to the relevant people and groups in a timely way and on the most appropriate platforms (e.g. notice-sheet, screen notices, notice-boards, website and social media).
* Build on the opportunities that have arisen from streamed worship, including growing live engagement and flows that enable people to connect with St Michael’s and take opportunities to seek and find faith, e.g. the Alpha Course.
* Create / commission digital content to develop the profile of the ministry and better promote and publicise the life of the church.
* Build subscribers and engagement across all social media platforms.
* Work with the technical team to ensure a consistently high standard of digital content, referring issues to the relevant staff member (Ops Manager / Clergy etc.)
* Ensure relevant up to date content is available across all communications channels, maintaining regular upload and upkeep of web pages, screen notices, YouTube channel, social media, printed media, posters and displays.
* Help to develop and implement the marketing strategy for the Church Centre & Open Door facilities.
* Ensure all communications, both within the Church and in the wider community, use clear and consistent language and are in line with the Church Vision and, as appropriate, the PCC Action Plan.
* Design / work with designers to maintain and recommend new appropriate information booklets and information to be available across all ministries.
* Have awareness of the changing church seasons as well as specific church events which require communications input and support. e.g. printing of Easter / Christmas newsletters etc.
* Ensure the up-keep of notice boards, both internal and external at all sites.
* Oversee the confidential prayer chain, sending requests and updates as required.
* To be present on some Sundays, as required, to build good connection and relationship with key lay / group leaders in the church and be available for enquiries.
* Supporting the Community Outreach and Link Worker in the communication of their activities at The Open Door and initiatives hosted in partnership with the church and medical centre to increase their reach and impact.

**3. In addition to the above duties and responsibilities:**

* Undertake appropriate training as required.
* The post holder will be accountable for carrying out all duties and responsibilities with due regard to the PCC policies.
* Processing of any personal data must be undertaken within the data protection guidelines.
* To carry out any other duties as agreed with the Line Manager and PCC that relate to the job purpose and aims of the Church.

Person Specification

Communication Lead Post

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE**  | **Essential**  | **Desirable**  |
| Good standard of literacy and numeracy  | **x** |  |
| Experience of balancing priorities and personal time management. | **X** |  |
| Experience of working autonomously and as part of a team. | **X** |  |
| Experience of working with minimum supervision and managing their own workload-within agreed and reasonable timescales. | **X** |  |
| Working with publicity, design or websites  | **X** |  |
| Some experience of communications and marketing | **X** |  |
| **SKILLS**  |  |  |
| A clear understanding of the Christian faith and ability to communicate that appropriately and effectively into contemporary culture. | **X** |  |
| Excellent communication - verbal, listening, writing. | **X** |  |
| Good ownership skills and demonstration of attention to detail. | **X** |  |
| Ability to use website and social media platforms. | **x** |  |
| A customer focus and ability to deliver services to a high standard. | **X** |  |
| Ability to develop rapport quickly with customers and colleagues and build supportive and positive relationships. | **X** |  |
| Ability to work flexibly according to the needs of the effective operation of all ministries and facilities | **X** |  |
| Computer skills including use of Microsoft office  | **X** |  |
| Evidence of proactivity in the workplace | **X** |  |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |
| An understanding of and a commitment to the requirement of working within St. Michael’s Church vision and values. | **X** |  |
| Ability to understand and demonstrate commitment to St Michael’s PCC policies (e.g. GDPR) and to ensure that all activities are consistent with the policies. | **X** |  |
| Have awareness of the changing church seasons as well as specific church events which require communications input and support.  | **X** |  |
| **PERSONAL ATTRIBUTES** |  |  |
| Commitment to the Christian faith | **X** |  |
| Enthusiastic and proactive approach. | **X** |  |
| Has full DBS Clearance. | **X** |  |