

Advertisement for Permanent Church Communications Officer

Job Title: Communications Officer

Salary: £[Insert Salary Here]

Pattern of Working: 4 day week [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

The post holder may be required to work the occasional evening or weekend shift

Responsible to: Lead Pastor / Elders

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the church social media accounts, allowing for effective communication between the church ministry and extending outreach into the community.

Please look below for a description of the responsibilities that the role entails.

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Church

Administrator- any qualifications, number of years work experience, etc.]

We are looking for someone who has:

- Experience within media, corporate communications, or related fields
- Strong computer skills (including knowledge of how to use social media platforms, digital marketing methods, content management systems and web analytic tools) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.

Job specific criteria (desirable)

[Make a Bullet Point List of Any Criteria That Would be Preferred in a Church Communications Officer but Is Not Essential]

Person specific criteria (Essential)

For this role, we are looking for someone who supports and holds to the vision and mission of **[Your Church Name Here]**. They will be able to handle the constantly changing demands of the communications officer role with discretion, effective decision making and confidence in managing multiple aspects of the role at the same time. They will be a skilled communicator who is not only self-motivated but also good at motivating and encouraging their communications team in their gospel work (if applicable). The role will require someone who has very good communication skills and has the ability to convey different messages to different audiences with outreach or day-to-day life of the church.

Key responsibilities

1. Communication Strategy

- Build and maintain relationships with the congregation and community.
- Manage church communications including the church website and social media accounts.
- Create and share digital content that will enhance church life such as videos for services, notices for the websites, campaigns for festivals (e.g. Christmas and Easter) and media posts for streaming church services.
- Define and deliver internal and external communication strategies under the parameters of the whole church strategies under the parameters of the whole church strategy set by the Senior Leadership team.

2. Website and Accompanying Assets

- Working with leadership to strategically develop our 'front-door', updating as appropriate and implementing third party services as required.
- Administration and oversight of web assets, domain names, servers, subscriptions, and services.
- Continue to develop the website as our church grows- keeping it relevant and accessible for the church and visitors.
- Creation of graphical assets for both printed and digital mediums.
- Strategic guidance for the increasing use of video as a medium in communicating the vision/mission of the church.

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- From direction, through production and editing, utilising skills, and vision to bring a growing array of internally and externally focused video projects to fruition.

3. Social Media and Relations

- Take the lead on Social Media campaign research, strategy and implementation, both on current and in the development of the future, communication channels to meet ministry aims and objectives and increase our engagement with our local neighbourhood and the wider world.
- Nurture positive relationships with local and national media.
- Oversee efforts related to securing opportunities for promoting the Christian message across the city.
- Develop policy and procedures related to media relations.

4. Team Leadership

- Oversee the development and leadership of a media team made up of both contracted, interned and volunteer creatives and train when necessary.

5. Special Projects and Events

- Work in partnership with the senior leadership team, Church Administrator in the development and delivery of Special Projects, from internal or external conferences and events, to outreach events and special events such as Christmas and Easter services.

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First shift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**



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Interview dates: **[Date When Interviews Will Be Held]**