

Communications & Design Lead

Hours: 8 hours per week

Purpose of the Role

To help communicate the life and vision of Coastline Vineyard Church clearly, creatively, and consistently across all our communication channels. This role will oversee whole-church communications and produce engaging, high-quality design that helps people connect with church life and take their next steps.

As this is a part-time role, priorities will be agreed with the line manager to ensure workload remains appropriate to the hours available. Responsibilities will be reviewed and adjusted as required in line with the needs of the church.

Key Responsibilities

1. Communications

- Oversee all whole-church communications across digital platforms.
- Produce and distribute the Coastline Weekly email newsletter.
- Manage and maintain the church website, ensuring information is accurate and up to date.
- Plan, create, and schedule content for church social media channels.
- Develop communication plans for key events, courses, sermon series, and church initiatives.
- Work alongside ministry leaders to ensure activities and events are communicated effectively.
- Coordinate internal coordination, enabling effective cross-team communication with tools such as Outlook and Teams.

2. Design

- Create graphics and visual assets for sermon series, events, ministries, and church initiatives.
- Design posters, flyers, screens, social media graphics, and printed resources.
- Maintain and develop a consistent visual identity across all church communications.
- Support ministries with creative design solutions that communicate effectively and engage people.
- Coordinate photography needs across church life and events by building a photography team.

Person Specification

The ideal candidate will:

- Be an excellent communicator, both written and verbal.
- Have strong graphic design skills and an eye for visual detail.
- Be highly organised and able to manage multiple projects simultaneously.

- Be proactive, creative, and able to work independently.
- Be familiar with social media platforms and digital communication tools.
- Have experience using design software such as Canva, Affinity Studio or equivalent.
- Have a heart for the local church and a desire to use creativity to help people encounter Jesus.

Faith & Values

- A committed Christian with a personal relationship with Jesus.
- In agreement with the vision, values, and Vineyard Statement of Faith.