

# JOB DESCRIPTION



<b>Job Title:</b>	Communications and Media Assistant
<b>Reporting to:</b>	Communications Manager
<b>Place of work:</b>	Based in the St Stephen's Church Office (some homeworking may be possible in line with our homeworking policy, following the successful completion of a probationary period)
<b>Hours:</b>	up to 35 hours per week (due to the nature of this role some evening and weekend working may be required)
<b>Employment Term:</b>	This is a one-year fixed term role
<b>Salary:</b>	Up to £25,000 pro rata depending on qualification and experience, plus contributory pension

We're an evangelical church in South Tonbridge in Kent linked to New Wine and we are seeking to appoint a Communications and Media Assistant.

## WE'RE PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN.

That's our vision, plain and simple. But despite its simplicity, it's huge! It will require a great effort to fully grasp the impact of that for ourselves, while at the same time building a church that reaches and serves the many thousands in our community.

St Stephen's is a busy and active church, and over the next few years we're looking to wholeheartedly pursue our vision. And we need a great communicator to help us do that. The postholder will be a skilled digital storyteller, able to create content across a variety of platforms, and is able to capture and share stories in ways that will inspire and encourage.

## SUPPORT STRUCTURE

You'll be a valued part of our hard-working and high-achieving staff team based in the Church Office. You will take part in weekly team meetings and times to pray together. You'll have regular meetings with the Communications Manager to plan and discuss projects and deadlines, and you will also receive support through a six-monthly appraisal.

## MAIN DUTIES

Working with our Communications Manager, you'll utilise your skills to...

- Keep our church family inspired and informed about everything that we're doing, including how it links with our journey of growing as disciples of Jesus
- Help us spread the word to people in our neighbourhood about our 'Living Well' projects
- Help us share the great news of the gospel.

This will involve...

- Liaising with colleagues and volunteers to find and tell inspiring stories (which could vary from why people volunteer with us, to how our ministries are making a real difference, to how people's lives are being transformed through knowing Jesus)
- Supporting ministry leaders to publicise activities and events
- Assisting in the ongoing development of our website

*(Continued over)*

- Creating content for our social media platforms
- Designing digital and physical leaflets, posters, and brochures
- Writing content for our regular mailings
- Taking photos and video at services, activities and events
- Producing, filming and editing video
- Proof reading and editing letters, articles, and leaflets

## PERSON SPECIFICATION

- Great attention to detail and an ability to produce material to agreed schedules (*essential*).
- High standards of oral and written communication (*essential*).
- Adept at filming and interviewing, including helping people to feel at ease (*essential*).
- Good working knowledge of Microsoft Office applications such as Word, Outlook, Excel and PowerPoint (*essential*).
- Strong time management skills and the ability to set priorities, including the ability to work under pressure and to tight deadlines (*essential*).
- Competent at working with personal information (including photographs and film), handling them with care, abiding by GDPR and safeguarding policies (*essential*).
- Able to work collaboratively, to relate well to others and offer a polite and caring service (*essential*).
- You are a servant-hearted team-player, able to lead and be led well (*essential*).
- A good sense of humour and humility (*essential*).
- You are passionate about the gospel and have knowledge of the Bible and the Christian faith, and can utilise these as you communicate with others (*essential*).
- A willingness to work flexibly to meet deadlines and including occasional weekends and evenings (*essential*).
- A proactive and energetic approach to working in the world of digital media (*essential*).
- You will become (or will already be) part of the St Stephen's church family (*essential*).

As this is a one-year fixed term role you will also have experience of at least two of the following...

- Experience of creating video content.
- Experience of graphic design.
- Experience of video editing and graphic design software.
- Experience of managing and developing websites.
- Experience in the strategic use of social media to grow engagement with stakeholders.

## CHURCH LIFE

We encourage all our staff team to be fully involved in the social and spiritual life of the church. As well as being a regular worshipper they should, for example, be a member of a connect group (our small group ministry) and attend other events and activities where appropriate.

It is a Genuine Occupational Requirement that the holder of this post is a practising Christian whose lifestyle is consistent with the values and doctrine of the Christian faith.

Employee's signature: \_\_\_\_\_

Employee's name: \_\_\_\_\_

Date: \_\_\_\_\_

## MAIN TERMS AND CONDITIONS

**Hours:**

35 hours per week (due to the nature of this role some evening and weekend working may be required)

**Salary:**

Up to £25,000 pro rata depending on qualification and experience, plus contributory pension.

**Work Base:**

St Stephen's Church, 35 Waterloo Road, Tonbridge, TN9 2SW (some homeworking may be possible in line with our homeworking policy, following the successful completion of a probationary period).

**Holidays:**

25 days a year and all bank holidays, rising by one day per complete year of service up to 30 days, pro rata to the hours worked.

**Pension:**

A Pension is provided through The People's Pension, based on the Government's auto-enrolment scheme.

**Safeguarding:**

This role requires completion of safeguarding training as agreed by the Safeguarding RSG.

