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**St Paul’s Church, Leamington Spa**

**COMMUNICATIONS OFFICER**

**JOB DESCRIPTION**

**November 2024**

**This is a part-time role (20 hours a week) that would particularly suit someone who enjoys creating digital content.**

**Main purpose**

* To oversee and develop church communications, publicity and events management.
* To enable the office to be the main point of contact at St Paul’s, providing a friendly welcome, and dealing effectively with enquiries.
* To provide administrative support to the church.

**Accountability**

The Communications Officer will be accountable to the PCC as employer through their line manager, the Operations Director. They will work in close co-operation with the other office staff, the ministry staff and church volunteers.

**Terms and Conditions**

£26,500-28,500 per year (FTE), depending on experience.

20 hours per week: hours can be adjustable when occasional evening / weekend work required. 5 weeks annual leave plus bank holidays. An additional degree of flexibility in working hours is possible with agreement from the Operations Director.

**Duties and responsibilities**

1. **Communications and publicity**
2. To work alongside the communications team to oversee the production of all external and internal communications and publicity, ensuring that high quality materials are produced in good time.
3. To oversee production of all internal communications within the church, including term cards and leaflets and programmes (e.g. for MIRTH and Oasis).
4. To manage the application of St Paul’s branding and identity to ensure consistency across the church.
5. To produce online content, for example social media posts and reels.
6. To work with the communications team in the oversight, maintenance and development of the church website.
7. To be responsible for adding details of church members and events to Churchsuite, making initial contact with people and referring on where necessary
8. To produce and issue a weekly email, detailing upcoming events and news in the life of the church.
9. To ensure the projection volunteers have all the required notices, liturgy and songs available by their arrival on a Sunday morning.
10. **Dealing with enquiries**
    1. To be a friendly and welcoming point of contact for internal and external enquiries, in conjunction with the other office staff.
    2. To respond effectively to enquiries to the church office, in conjunction with the other office staff, whether in person, or by email or telephone.
11. **Administration and operational support**
    1. To assist the Operations Director and Ministry Co-ordinator in day-to-day administrative functions such as the administration of bookings, managing key holders and building access.
    2. To identify and implement improvements to the administrative systems of St Paul’s, in conjunction with the other office staff.
    3. To provide administrative support for other ministry staff.
    4. To work alongside the Operations Director, Ministry Co-ordinator and key volunteers to organise and plan church events as required. This will include making logistical / practical arrangements and assisting with the recruitment and management of volunteers.
12. **General** 
    1. To be a fully committed member of St Paul’s Church. To play a full role as a member of the staff team attending staff meetings, retreats and ‘all-church’ activities.
    2. To undertake any other duties that may reasonably be required of this post holder.

Applications to be submitted by 1 January 2025. Interviews to be held in the week commencing 6th January 2025.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Christian Experience and knowledge** |  |  |
| Committed and baptised Christian, involved in church activities (this role carries a Genuine Occupational Requirement) | x |  |
| Willingness to work within the authority structures of the Church of England and become a full member of St Paul’s | x |  |
| An evangelical Christian who is prayerful & open to the renewing work of the Holy Spirit and one who holds to traditional church beliefs and teaching in matters of faith and conduct | x |  |
|  |  |  |
| **Personal Qualities** |  |  |
| Ability to respect confidences and act with tact and sensitivity | x |  |
| Complete reliability | x |  |
| Well-organised and able to carry responsibility | x |  |
| Ability to work well with others | x |  |
| Approachable | x |  |
| Positive, optimistic and resourceful |  | x |
| Enjoyment of working flexibly where needed |  | x |
|  |  |  |
| **Skills / Experience** |  |  |
| Good level of education, preferably to A level (or equivalent) or higher |  | x |
| Experience in administration |  | x |
| Good communication skills | x |  |
| Substantial knowledge of social media management | x |  |
| Familiarity with software packages such as Word, Excel, PowerPoint, and Canva. |  | x |
|  |  |  |
| **Other** |  |  |
| Willing to undergo any necessary training, including safeguarding training | x |  |

Diocese of Coventry

Role description created by Julie Jackson, Ministry Co-ordinator

Role description agreed by PCC

Signed on behalf of the PCC: