

BRAMSHOTT & LIPHOOK PCC: JOB DESCRIPTION

Communications Administrator

Part Time (8 hours/week)

£12.23 Per Hour (£5087/annum)

20 days holiday per year + public holidays

Role Overview

To take responsibility for managing and advising on the communication strategy for the church. Producing attractive, accurate, helpful, and timely communications for our church and continually review them for content and effectiveness.

Responsibilities

Communications

- Be responsible for the church's branding, logo, design features and monitoring/improvement of all communications output.
- Edit and produce Pews News – in both print and web versions, ensuring it is produced and finished to its normal standard, on schedule with large print copies available.
- Production of Grapevine on receipt of final pages from contributors (chasing them as necessary). Arrange distribution.
- Manage weekly mail outs to church membership through the church management system
- Use external signboards, the website, and other means to promote the work of the church in the local community Attendance of staff meetings on a bi-weekly basis.
- Design and produce the welcome material, booking forms and other documentation so they are simple, easy to understand and prepared with sensitivity.
- Prepare orders of service for special services at St Mary's to the direction of the service leader.

Website and Social Media

- Update the church's website each week with relevant changes, including uploading them to sheets, information on current programs and service/sermon recordings
- Oversee the church's main social media outputs, posting relevant information every day/week.
- Overseeing the updating of the church's website and social media policy, liaising with needs of all young people's groups in particular.
- A key to all the above will be to develop good relationships with those within the church particularly those who lead the various activities and require help in their communications.

Church Family Database

- Ensure the church database package ChurchSuite has correct up-to-date information on it while ensuring that all data protection requirements are followed by all those who send out information to our wider congregation.
- Fulfill the roll of Data Protection Officer and advise on any changes to procedures required to fulfil our obligations under GDPR.

Other/Ad Hoc Duties

- Maintain good working knowledge and understanding of the Church's overall ministry, its history, its membership and groupings, its worship styles and theological position, its vision and purpose, its current events programme, its staff and building.

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- Market the Church's facilities in all appropriate ways with the aims of growing its use and place in the local community.
- Assist in the organisation of major church events (weekends away, social events, concerts) – handling promotions, bookings.
- Maintain and develop skills in the Software packages needed for the duties above.
- Be the Church's Electoral Roll officer, carrying out the mainly once a year update of the Electoral Roll in accordance with the Church of England's legal requirements, and ad hoc changes throughout the year.

Things you are NOT Responsible for as the Communication Administrator

- When complaints are received about any aspect of the church's communications, you are to report these to the Rector and not answer these directly yourself unless authorised to do so.

Essential Skills

Experience and skills in branding and communication – including a good design sense

Experience in MS Office suite of programs including Publisher - also, Wordpress and other web-related programs as necessary

Ability to get up to speed with our ChurchSuite cloud capabilities

Ability to work without close supervision.

Hours

8 hours per week spread over Monday-Friday to suit the requirements of the job and deadlines.

Line Manager: The Rector and in his absence the church wardens