

Position

Parish Communications Officer

Reporting to

Vicar

Working hours

Part-time (25 hours per week)

Location

Home-based



Our vision

St. Peter's is a vibrant and growing church in Yaxley, south of Peterborough.

You will join an open, contemporary, evangelical church, devoted to loving God and our community. Our aim is to reach out in love and faith into the communities in which we live, work and play. Our desire is to see God's love transform lives, so that all in the Yaxley area would come to believe, trust and hope in Jesus Christ. As such, our vision is:

- To be a vibrant and welcoming church at the heart of the community, reaching out in love and faith.
- To enable individuals to deepen their relationship with Jesus and to live for Him.
- To engage in inclusive, Spirit-led worship of the living God.
- To encourage and equip all our members to use their God-given gifts in the life of the church.
- To provide an inspiring and stimulating ministry through which our children and young people encounter Jesus for themselves

We also believe that every member of the church has gifts to offer and a role to play – no matter how big or small.

This is a great opportunity to join a church looking to grow and develop, working together to bring our vision to life in Yaxley and beyond.

Role summary

We are looking to employ a part-time Parish Communications Officer to support our growing ministry team. This role will be to represent St. Peter's in the Yaxley community and beyond through a combination of external communications management and internal administration.

We are looking to offer a role that will cover 25 hours per week. There is the possibility this may increase in the future as the role develops. The successful candidate will be able to work flexibly and effectively – largely from their home environment – whilst maintaining close working relationships with the growing ministry team.

If you consider yourself a motivated and organised individual with good communication and administration skills and a strong aptitude for managing digital communications, this role could be for you.

Role responsibilities

As stated in our vision, we are keen on promoting opportunities for people to engage with our local community. However, it's also very important that alongside this activity, all of the key responsibilities that this role entails will be of a high standard. Today, many of these responsibilities are being undertaken by the church leadership team and other willing volunteers. We believe that to foster growth of the church and support the development of its members, and their relationships with the surrounding community, a strong support network is needed – one that includes the management and communicative responsibilities of this new role. As it is a new role, support, guidance and training in developing an understanding of the role and its responsibilities will be available to the successful candidate.

A summary of key responsibilities is as follows:

- Manage all digital communication channels, including all website and social media content – this extends to monitoring and moderating all social interactions. The church has an excellent website which has previously been nominated for a national award.
- Take responsibility for planning and publicising all major events, services and activities that the church engages in and actively support any volunteers who manage them.
- Build strong relationships with local organisations, including local schools, community groups, the Yaxley Gazette and other local public service organisations, such as Yaxley Parish Council.
- Ensure the membership grows in its engagement with the church through the preparation and communication of weekly e-newsletters, the weekly PowerPoint presentation, and the drafting and distribution of the monthly notice sheets.
- Encourage and assist the development and organisation of discipleship programmes, as well mentoring and training courses for the church membership.
- Become the point-of-contact for all enquiries through all channels, including the website, on social media and by taking calls on the church office and mobile phones.
- Support the administrative work of the leadership team by:
 - Establishing and updating working policies and procedures
 - Building, maintaining and distributing the church diary and associated rotas
 - Taking responsibility for managing the membership database and electoral roll
 - Maintaining the Baptism and Wedding registers (and others as required)
- Co-ordinate with Churchwardens, Parochial Church Council (PCC) Secretaries and Treasurers, as well as the various teams run by volunteers; supporting them in their responsibilities in church life.
- Deal with statutory documents, including the registers, certificates and applications. Ensure that church records are kept up-to-date.
- Provide other general support to the leadership team as required.

You will need to be in touch with relevant Diocesan Staff on a regular basis and may need to attend training events in Ely.

This is an initial outline of the key responsibilities; it is not exhaustive and may be subject to change depending on the growing needs of the church.

Skills and competencies

This position requires the successful candidate to be sensitive and confident as a public ambassador for the church in the local community and wider world. It is therefore important that you are able to demonstrate strong organisational and communication skills, and show creativity in the development and promotion of opportunities for mission as the church seeks to grow and develop. A practising Christian is preferred.

Skills:

- Experienced in managing digital communication channels, including the use of a variety of digital platforms to manage content (e.g. Wordpress, MailChimp, Hootsuite, MS Office applications, etc.).
- Experienced in managing the needs and sensitivities of multiple stakeholders.
- Experienced in building a brand and/or identity of an organisation through the presentation of a consistent and engaging image and series of key messages.
- Good written language skills.
- Knowledge of the local area is preferred.

Competencies:

- A well-organised individual with creative initiative who has a passion for finding new ways of doing things and is a strong implementer who enjoys making things happen.
- A clear communicator; you can speak confidently and sensitively to others in a variety of settings (e.g. on the telephone, or in front of groups) and are comfortable talking to and building relationships with new people and organisations.
- An ability to see ahead and keep the 'big picture' in mind, as well as having an eye for detail.
- Good concentration and focus – you are not easily distracted and when under pressure to deliver, you can get the job done to a high standard.
- Proactive individual who is able to self-manage their time and responsibilities – you are also a flexible team player who can adapt when needs change.
- Ability to interact with individuals of all ages and all backgrounds.

Relationships

The leadership team at St. Peter's currently consists of the Vicar and team of Lay (Volunteer) Leaders with various responsibilities.

The PCC is made up of a number of church members who, along with the Churchwardens, have responsibility for the organisational, financial and functional management of the church. The leadership team is supported by a group of church members ("Shield") who meet regularly to ensure the positive emotional and spiritual health of the church leadership is maintained.

Any successful candidate will be expected to build relationships with a variety of different people within the church, as well as the local community – this includes church members with and without active roles, local businesses, public services and community groups.

Salary and benefits

At present, the role is for 25 hours per week. This may increase in the future as St. Peter's extends its reach into the community, and as the successful candidate's experience allows.

The details of the package are:

- £9 per hour. There is scope for an increase of this rate, dependent on experience.
- Flexible working hours, as agreed with the Vicar. Some evening and weekend working will be necessary due to the nature of the role.
- Holiday entitlement of 33 days per annum (at 5 hours per day), which includes for Bank Holidays. You may be required to work official Bank Holidays (e.g. Good Friday, Christmas Day, etc.).

- Statutory Workplace Pension contributions.
- Statutory Sick Pay on the basis of five qualifying days per week.
- Statutory Maternity/Paternity Pay.
- Access to a mobile phone.
- Access to a laptop.
- Payment of approved business expenses.

Interested?

If you'd like to apply for this position, please send your CV and covering letter to Rev. Jon Randall using the contact details below:

t. 01733 240339

e. vicar@saintpeters.co.uk

The closing date for applications is 21/01/2018.