

DESIGN AND COMMUNICATIONS OFFICER AT ST MARY'S CHIPPING NORTON

Overview

St Mary's is a growing parish church, committed to Word and Spirit ministry. Our stated mission is "to share the life-changing love of Jesus, serving our whole community". It is an exciting place to be, with steady growth, huge community engagement and a real drive to continue in our mission, in creative and innovative ways, despite the obstacles of the present time.

To facilitate that vision, we are seeking to employ someone who will enjoy playing a full part in our church life while shaping our communications strategy and producing high quality digital and online content to allow us to better connect with our church family, raise our profile in the community, and reach out to new audiences.

Job terms and conditions

Job Title:	Design and Communications Officer for St Mary's Church, Chipping Norton
Place of work:	We are open to discussing flexible working arrangements
Working Hours:	10 hours per week. There is considerable room for flexibility in the precise working pattern, but fixed hours in the first instance will be Tuesdays 9.00am-10.30am during term-time and Sundays 9.30am-12.30pm. <i>[N.B. this role description has been drafted to be compatible with an additional 4hr/week role under contract to The Branch Trust, key responsibilities of which are included in brackets below].</i>
Salary:	£12.50 per hour
To report to:	Emily O'Shea (Administrative Manager)
Employer:	The PCC of St Mary's Church, Chipping Norton
Contract Term:	Temporary for one year
Start date:	As soon as possible
Annual Entitlements:	66 hours paid holiday inclusive of statutory holidays (pro rata equivalent of 5 weeks plus statutory holidays)

Areas of Accountability:

- Working with the Staff Team to provide both print and digital media content and publicity material, according to the needs of our ministries.
- Producing a weekly Sunday service, via video or livestream, for people to engage with online.
- Coordinating social media communications for St Mary's *[and, by mutual agreement, under separate contract for The Branch Trust]*.
- Overseeing St Mary's Church website, with a view to redesigning our web presence in due course.
- *[and also, by mutual agreement, under separate contract for The Branch Trust - Overseeing The Branch website]*.

Key Responsibilities:

- To produce and edit the Sunday Service videos (and occasional ad hoc videos); collating material from the staff team and congregation; and uploading these to our website and YouTube channel.
- To work with the Tech Team to understand and improve the live-streaming systems in church, providing any necessary training for operators and being available to operate and troubleshoot on Sunday mornings as required.
- To update regularly the Facebook and Instagram pages of St Mary's *[and, by mutual agreement, under separate contract for The Branch Trust]*, monitoring engagement and incoming communications via these platforms, and using these platforms, to raise our profile in the community and further afield.
- To update regularly the St Mary's website with current information and appealing designs, consistent with our social media campaigns; and to explore options for redesigning both the front end and back end development of the website.
- *[by mutual agreement, under separate contract for The Branch Trust - To update regularly The Branch website with current information and appealing designs, consistent with their social media campaigns]*.
- To produce high quality print publicity, including flyers and posters, for St Mary's outreach campaigns and upcoming services and events *[and, by mutual agreement, under separate contract for The Branch Trust]*.
- To improve the look of our "A Church Near You" page and to keep it regularly updated.
- To work with the Administrative Manager, sharing designs and ideas for inclusion in our newsletter "St. Mary's Matters".
- To produce the Benefice Term Card (where applicable, Covid permitting).
- To collate attractive notices, presentations, song words and other material for displaying at physical Sunday services (where applicable, Covid permitting).
- To produce other content or publicity material as required by other members of the staff team, and to lend technical expertise where required.

Person Specification:

The successful candidate will have:

Essential

- Excellent design and technical skills
- In-depth experience with Adobe Photoshop, Illustrator and Indesign, or equivalent software packages, to produce communications and publicity material in different formats
- The ability to understand and meet the requirements of other team members
- The ability to share our aims and objectives and be committed to our vision and values

Desirable

- Experience of video-editing
- Some experience with Adobe Premiere Pro and After Effects, or equivalent software packages
- Experience of running social media campaigns
- Experience of working in a Christian environment
- To be an active worshipping member of St Mary's Church,

1. Personal Qualities

- Is honest, reliable and conscientious
- Works well in a team and is comfortable and secure in themselves

2. Planning and organising

- Schedules and manages their workload, and that of others, sensibly and effectively
- Has an eye for detail, being organised and systematic
- Is able to take initiative and also to operate within the requirements of the Staff Team

3. People and capacity

- Relates well to colleagues and visitors alike – collaborative and a team player
- Contributes positively and joyfully to small office-based working environment

4. Drive for results

- Enjoys working to a high standard and pursues excellence
- Is willing to undergo training and enjoys developing skills

Notes:

- This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- The post-holder is required adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality and COSHH.
- There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian.
- You will receive appropriate training to assist with your ongoing personal development for this role.

James Kennedy

**Vicar of Chipping Norton
& Team Rector of Chipping Norton Benefice**

01608 646202 (Office), 01608 642688 (Vicarage)
vicar@stmaryscnorton.com