



Communications Assistant

Contract: 2 years fixed term

Work Pattern: 25 Hours per week (0.6 FTE)

Some weekend and evening duties are involved

Salary: £11,700 (£18,700 FTE)

Occupation requirement: Practising Christian

Location: St Nics Church, Market Place, Durham.

About us:

St Nic's has a home in the centre ground of evangelical Anglicanism in the heart of the City of Durham. As part of the Church of England we have a diverse community of 300 regular Sunday attenders across all age

Having recently been designated a resource church by the Diocese of Durham, St Nics is in an exciting time of both transition and growth.

With this growth, a strong communications strategy and online presence to reach the Durham community is vital.

The Person:

We are seeking a faithful, enthusiastic and motivated Media and Communications Admin with a passion for storytelling and using communications to help build Christ-centred community and get people involved.

A confident self-starter, proactive, with good administration skills and able to set priorities. The post-holder will design and produce communications in a range of media, so someone with creative flair, attention to detail and excellent design skills is ideal.

Job Description:

To enhance the life of St Nics Church through effective communication across many platforms, quality design, and implementing systems to

support our communications strategy. Working closely with the Church Operations Manager and the admin team.

Responsibilities

- Overall responsibility for all written publications produced by St Nics, including weekly newsletters and notice sheets, termly brochures, website material, notices for Sundays, and all leaflets required for ministry events ensuring that they are produced to a consistently high standard and to time.
- Responsibility for ensuring all notices boards, including the public display boards outside the church, are visually pleasing, up to date and relevant to events and the vision of St Nics.
- Managing the hosting, style and content management of our website
Responsibility for editing and uploading all service sermons and other audio and video files to the website
- Train and recruit volunteers to help with AV and PA for services
- Monitoring and maintaining St Nics presence on social media, including Facebook, Instagram and Twitter with analytic tools and understanding SEO
- Responsibility for ensuring that the church Entrance Area, including the Welcome Desk is maintained to a high standard
- Help establish a style guide and maintain it throughout all written and electronic publications
- Take the lead in keeping our communications fresh and up-to-date in content and delivery platforms
- Create and edit short videos when needed

Personal Attributes:

- A personal faith in Jesus Christ.
- A heart for serving God's church through your talents and skills
- A team player – someone who is able to enthuse and inspire volunteers in their ministries at St Nics
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.
- Vision, initiative, and self-motivation.

Skills

- You will need to be a good organiser, able to take responsibility and to see creative solutions to problems which you are asked to solve.
- Confident IT skills with knowledge of varied social media channels.

- General office experience, along with being familiar with standard office software packages, will be an advantage. These should include: Microsoft Office Suite and Adobe Creative Suite
 - Good, detailed technical knowledge of video and audio production and editing
 - Strong time management skills.
 - Good knowledge of website hosting and content management
 - Excellent writing and editing
 - Creative and able to design materials quickly
 - Familiar with Pro Presenter 6
- Ability to record and edit both film and audio for short films and podcasts

Person Specification

	Essential	Desirable
Qualifications	Higher level qualification in relevant disciplines	Evidence of communications and/or graphic design studies
Experience	<p>Experience in communicating across various platforms</p> <p>Experience in design</p> <p>Experience of working well in a team setting</p> <p>Experience of editing and updating websites</p>	Experience of producing and editing video
Skills & Abilities	<p>Good organiser, able to take responsibility and to see creative solutions to problems which you are asked to solve.</p> <p>Good, detailed technical knowledge of video and audio production and editing</p>	<p>Familiar with Pro Presenter 6</p> <p>Experience with Adobe Creative Suite</p>

	<p>Confident IT skills with knowledge of varied social media channels.</p> <p>General office experience and experience with Microsoft Office and MailChimp</p> <p>Strong time management skills.</p> <p>Good knowledge of website hosting and content management</p> <p>Excellent writing and editing</p> <p>Creative and able to design materials quickly</p>	
<p>Personal Qualities</p>	<p>A personal faith in Jesus Christ.</p> <p>A heart for serving God’s church through your talents and skills</p> <p>A team player – someone who is able to enthuse and inspire volunteers in their ministries at St Nics</p> <p>An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.</p> <p>Vision, initiative, and self-motivation.</p>	

There is a genuine occupational requirement that the post holder is a Christian.

The post is subject to an Enhanced DBS disclosure.

Benefits

- St Nics will seek to develop the post holder towards their full potential
- 25 days holiday, plus bank holidays (pro rata)
- The chance to be part of a fun and energetic team

Management Process

- Regular meeting with Line Manager.
- Annual appraisal with Line Manager and members of the Leadership Team

To Apply:

Please send a full CV of up to 2 pages demonstrating how you meet the requirements above alongside a covering letter of no more than one page setting out what excites you about this post to jobs@stnics.org.uk

Timetable:

Deadline: 18 June 2019

Interviews: 28 June 2019