

Communications and Ministry Administrator Job Description and Person Spec

- 1** Job Title: Communications and Ministry Administrator
- 2** Job Purpose: Coordinating church communications and facilitating church ministries
- 3** Accountable to: Head of Operations
- 4** Primary working relationships: Staff, Elders, Ministry and Team Leaders
- 5** Core Tasks:

Communications

- Planning and prioritising the content of all forms of official church communication to reflect the priorities of City Church
- Church website – updates, improvements and integration with ChurchSuite, etc. to keep our web presence engaging, inviting and with clear and up to date information
- Manage the church’s social media presence (Facebook, X, Instagram, etc.)
- Schedule and produce Sunday notices, weekly emails, newsletters, etc
- Manage Sunday service Powerpoint slide packs - providing master slide packs for preachers, event slides, etc.
- Schedule purchasing and in-house production of printed posters, term cards, fliers, magazines etc.
- Maintain the various comms areas in the church’s main building
- Manage online event and group promotion, sign-ups, ticketing etc
- Manage the recording, editing and posting online of sermons and other audio files
- Liaise with other producers of artwork, including adapting their designs for use in church communications

Ministry Administration

- Support for ministry and team leaders (particularly the volunteer leaders), including ChurchSuite usage, administration of recruitment processes, printing etc., as required
- Working with Head of Operations, making arrangements for regular and occasional, internal and external church events
- Supporting church leaders, including arranging travel, accommodation, and booking into external events and meetings, arranging accommodation and hospitality for visitors, etc.

- 6** Working hours: 30 hours per week
- 7** Holiday entitlement: 6.6 weeks per year, pro-rated.

8 Remuneration: £12.70-£15.40 per hour plus 7% Employer's contribution to valid pension scheme.

Desirable Skills and Experience

Excellent inter-personal and communication skills

Established organisational skills – able to forward plan, prioritise well and meet deadlines and objectives

Strong command of English language and able to communicate engagingly with a wide range of audiences and using a variety of media

Strict attention to detail

Solid print editing skills and experience of managing newsletters or similar

Able to lead website development and updates (with experience of developing in Wix or similar)

Video and audio file editing skills, plus experience of online posting, embedding etc.

Experience of using multiple platforms (Facebook, X, Instagram, MailChimp etc) and keeping communications wide-reaching, fresh, relevant and appealing.

Proficiency in Adobe Creative Suite, particularly InDesign

Proficiency in use of Church Management software (ChurchSuite or similar)

Understanding of, and commitment to conforming to, copyright law

Understanding of GDPR in relation to personal data held by the church

Personal characteristics

Committed Christian with a confident personal faith in Jesus Christ

Either currently (or prepared to become) a church member of City Church

Emotional intelligent and resilient – with a can-do attitude and able to cope under pressure

Approachable, personable, patient, appropriately humble.

Able to maintain confidentiality especially regarding staff, volunteers, elders and church attendees

Can use own initiative as well as working enthusiastically, co-operatively and supportively within a team environment and with a wide variety of stakeholders.