

St Andrew's Church

CULLOMPTON

Job Description & Person Specification: Media & Communications

Job Title: Media & Communication Coordinator	Line manager: Vicar & Church Warden
Ministry Area: Operations Team	Location: Cullompton Community Centre/St Andrew's Church/Home
Date: Feb 2024 Review date: Mar 2025	Financial Package: £12 per hour (initially 12 month fixed term contract)
Probation/Review: 3 months	Hours: circa 12 hours per week (some flexibility over how these are worked but will include most Sunday mornings) At key points of the year eg Christmas/Easter, there may be extra paid hours required in agreement with SLT.
Employer: The Parochial Church Council of St. Andrew's, Cullompton (hereafter referred to as the PCC)	Holidays: 25 days + Statutory Holidays (8 BH) pro rata
Job purpose: <ul style="list-style-type: none"> To lead on the delivery and development of St Andrews approach to media and communications To support the delivery of St Andrew's vision and core values Deliver high quality Media & Communications using various software and media platforms 	

Key accountabilities

Responsible for:

- The continuous development of AV including live streaming Sunday services etc
- Responsible for YouTube Administration
- Preparation and production of service plans for all Sunday services in liaison with the Ministry Team & Worship Coordinator
- Preparation and production of service plans for any additional services, such as Good Friday and Christmas related services in liaison with the Ministry Team & Worship Coordinator
- Responsible for Website and Social Media Administration including uploading various files & documents etc onto website and managing any updates required using Wordpress in conjunction with ministry team & PCC
- Managing AV and Livestream rotas for all services in liaison with the Ministry Team & Worship Coordinator
- Preparation of weekly rolling notices in conjunction with the ministry team
- Recruit, train and oversee a volunteer team to assist with above roles/responsibilities

Resources and Administration

- Provide support and general administration to ensure the smooth running of the areas of responsibility (e.g. weddings, funerals, services)
- To ensure that all members of the worship and sound teams are committed church members and sign up to any volunteer agreements used by the church
- Undertake any such duties as required by the Vicar and Churchwardens
- Participate in on-going training deemed necessary to this post
- Ensure a safe and clean working environment within the church office

Person Specification		
	Essential	Desirable
Qualifications	➤	➤
Experience	<ul style="list-style-type: none"> ➤ High level of IT skills including ability to update websites etc ➤ Experience of Content Management Systems such as Wordpress ➤ Use of media presentation tools/software ➤ Experience of producing social media content e.g. using platforms such as X(Twitter), Facebook, Instagram etc ➤ Practical use of YouTube in a work setting 	<ul style="list-style-type: none"> ➤ Previous experience of working in a church setting ➤ Development of websites ➤ Use of Christian software tools e.g ChurchSuite or the ability to acquire the necessary skills ➤ Knowledge and/or experience of running a PA system as required
Skills & abilities	<ul style="list-style-type: none"> ➤ Good organisational skills ➤ Able to arrange rotas, recruit and train volunteers ➤ Ability to build relationships with young and older people ➤ Excellent team working 	<ul style="list-style-type: none"> ➤ Knowledge of current safeguarding policy and practice ➤ Experience of mentoring and developing volunteers of all ages
Personal qualities	<ul style="list-style-type: none"> ➤ Firm & active Christian faith ➤ Demonstrate a good Christian role model ➤ Desire to see people come to know Jesus & grow in relationship with Him ➤ Emotional and mental resilience ➤ Team player ➤ Integrity ➤ Flexible 	➤