



## TEMPORARY VACANCY

<b>POSTING DATE:</b>	20 July 2020
<b>CLOSING DATE:</b>	17 August 2020
<b>START DATE:</b>	To be determined
<b>JOB TITLE:</b>	Communications & Engagement Manager
<b>STATUS:</b>	Temporary, part-time, up to 1 year (leave cover)
<b>HOURS OF WORK:</b>	20 hours per week
<b>LOCATION:</b>	Work from home; regular meeting times required

### **ROLE SUMMARY**

The Communications & Engagement Manager (CEM) supports the various ministries of the church through communications and media, both in-person and online.

### **LINES OF AUTHORITY**

Under the Lord the CEM will be responsible to Executive Pastor.

### **QUALIFICATIONS**

- Fulfils the character qualifications of a Deacon as taught in the Scriptures
- Demonstrated commitment to a local body of believers
- Good grasp and hearty endorsement of the vision, mission, style-points and biblical and theological orientation of the leadership of Westminster Chapel
- Proven track-record in leading ministry teams

### **SKILLS AND ABILITIES**

- Good leadership skills and a team builder
- Servant-heart and willingness to work under authority
- Strong organisational and administrative skills
- Significant inter-personal skills, with ability to work with and maintain positive, loyal relationships with others
- Excellent communication skills: including written and spoken
- Ability to manage and maintain a Wordpress website and a Subsplash app
- **Proficient in graphic design, video editing software, and livestream production workflow**

### **SPECIFIC DUTIES & RESPONSIBILITIES**

*(\*These duties are applicable while the church is not meeting in-person. When the church returns to in-person meetings, specific responsibilities may change but will remain in line with the categories outlined.)*

#### Online Services:

- Review and edit all online service content for upload by Friday each week
- Coordinate the work of a team to produce sermon slides, video contributions, closed captioning, transitions, upload to a streaming/premiere platform



- Sunday review and planning of the following Sunday

#### Regular Meetings - Staff Prayer & Catch-Ups:

- Attend Staff Team prayer and meeting (9am, Tues)
- Weekly communications catch-up (Tue, after staff meeting)

#### Social Media:

- Keep Chapel's media channels up to date, and create content for these streams
- Create and maintain social media communications plan to promote Chapel activities
- Respond to and engage users on all platforms

#### Website and App:

- Update the website and blog where needed
- Ensure the Wordpress system is in good order
- Update Subsplash events and content
- Ensure all external and internal messaging is up to date

#### Communications:

- Help edit/draft/send Lead Elder and churchwide emails and communications

#### Graphic Design:

- Create graphics for sermon series and slides for sermons
- Order flyers and printed publicity materials

#### Miscellaneous:

- Main point of contact for Chapel's office email account.

### **REMUNERATION**

£26,000 to £32,000 per annum, pro rata

### **HOW TO APPLY:**

Please fill in our Job Application form at <http://westminsterchapel.org.uk/job-application>.

(If you require this as a word document, please email [jobs@westminsterchapel.org.uk](mailto:jobs@westminsterchapel.org.uk) and we'll be happy to send one over)

We thank all applicants and advise that only those selected for an interview will be contacted.

*Westminster Chapel invites applications from all qualified individuals. Chapel is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, and persons with disabilities.*

*Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*

