

Job Description

Position Title	Communication & Events Administrator
Reporting To	Operations Manager
Location	The Fletton Centre (PE2 8BY) and remote
Initial Contract length	From Start Date Until end Dec 2024. With a possibility of making role permanent in 2025.

Position Overview

The Communication & Events Administrator is responsible for regularly communicating with the church family (and other relevant parties) through various media on behalf of the Eldership Team and other key leaders. He / she is also responsible for supporting the Eldership Team Leader, Operations Manager and other ministry leaders to plan and deliver church events effectively.

It is expected that it will take 8 hours a week to complete these tasks, with most or all of those hours worked on a Wednesday.

Salary: Full time Equivalent: £23,850 - £29,800 (actual based on 8hr / week: £4,770 - £5,960) depending on experience. Plus attractive holiday & employer pension contributions.

Key Responsibilities

Administration

- Populate and maintain the church events calendar, keeping it accurate and clear
- Populate and maintain the communications calendar, ensuring that it is accurate, balanced and sufficiently planned ahead*

Communications

- Compile the church's weekly newsletter (Life News)*
- Produce regular term cards to keep the church informed of key events over the next few months*
- Produce ad hoc publications, for example a Life group information brochure each term and flyers for outreach events*
- Provide the Sunday visuals team with relevant projector visuals
- Help to keep the website up to date as and when required*
- Work with volunteer designers in the church to get designs for sermon series and key events*
- Ensure the physical signage at church events (TDA, etc.) are clear and relevant

Events planning

- Support the leadership team as they put together an events calendar for the year with a particular eye on optimal timing of events and the necessary effort to put various events on
- Manage the preparation and execution of key events throughout the year, including the annual leaders weekend, any church family weekend away, significant Sunday services (i.e. Easter, Christmas), leadership training events and the youth Summer festivals (if the youth team require support) etc.*

The duties contained in this job description are not exhaustive and you may be required to perform other duties from time to time in line with your skills and experience.

Qualifications & experience requirements

Essentials

- Has experience communicating to a wide audience in a professional setting.
- Has experience of planning complex events effectively.
- Has excellent communication skills to clearly convey information to the church on behalf of the elders and to liaise with volunteers and involved parties when planning events, interacting with others in a sensitive, effective manner, treating people with respect and dignity.
- Can think ahead and be proactive in their role to support others in communicating their events in a clear and timely manner.
- Can self-manage, ensuring your workload is achieved within the hours given, and proactively speaking with your line manager if the workload or time to complete it is insufficient.
- Can maintain effective work behaviour in the face of setbacks, changing objectives or pressure. Remains calm, stable and in control of themselves.
- Commits to working hard towards goals. Shows enthusiasm and commitment to learning and career development.
- Is competent with basic computer technologies like email & spreadsheets and is able to learn more specific programmes to fulfil the role.
- Is or is willing to become a committed member of Life Church, demonstrated by completing the belonging course, regularly attending Sunday services, especially when not serving, and regularly being part of Life Groups*
- Agrees with our belief statement & supporting creeds and faith statements*
- Shows a F.A.S.T. Character: Faithful in fulfilling commitments, Accountable about progress, Servant hearted in attitude and Teachable in the process

Desirables

- Has experience communicating formally on behalf of a church.
- Has experience with the following or similar technologies: ChurchSuite, MailChimp, SquareSpace, Canva.

The Job Description as described here does not require a DBS, but if the role develops or activities change, this will be need to be reviewed and a DBS may be required to fulfil the role going forward.

** This role has an Occupational Requirement as specified under the Equalities Act 2010, Schedule 9 (3A)*

Employee Signature..... **Date**.....

Print Name.....

Line Manager Signature **Date**.....

Print Name