

## **Bishop Ridley Church**

### **JOB DESCRIPTION**

<b>Job title:</b>	Church Communicator and Administrator
<b>Location:</b>	Home working with occasional travel around parish, deanery and diocese.
<b>Hours:</b>	8 per week
<b>Salary:</b>	£15/hour
<b>Responsible to:</b>	Vicar of Bishop Ridley Church
<b>Job purpose:</b>	Sharing the love of Jesus and Bishop Ridley Church with the community in Falconwood and beyond.

### **Job Summary**

A unique role which will help our church engage with our local community and beyond, as well as ensuring the administrative tasks which are required to keep our church functioning as it should.

We are looking for a creative, experienced communicator. The ideal person for this role will be organised, enthusiastic and energetic. It will be a busy role with competing priorities. The post holder will work with people inside and outside the church to form and develop partnerships. The post holder will be required to work alone much of the time and be comfortable making decisions on behalf of the church. The ideal candidate will have understanding of reputation management and how to protect the reputation of Bishop Ridley Church. Understanding and experience of devising communications strategies then managing various communications channels, including digital communications, are vital. Equally important will be understanding and reporting on analytics to demonstrate the success of Bishop Ridley's communications and highlight areas for development.

Bishop Ridley Church is a community of local Christians from all walks of life, different ages and nations. We love meeting new people and offer a warm welcome to everyone. We are also very active in our local community working alongside other organisations and running our own projects to express the love of God in our community here in Falconwood. We are a Church of England church.

### **Responsibilities and Duties**

#### **Admin tasks**

1. Ensuring all church registers are up-to-date.
2. Ensuring church diary/calendar is up-to-date.
3. Ordering supplies.
4. Equipment servicing including arranging engineers' visits.

#### **Communications, publicity & marketing**

1. Devise and execute the annual communications and marketing strategy.
2. Be responsible for the design and publication of all marketing and promotional materials for Bishop Ridley Church.
3. Ensure that areas within and outside Bishop Ridley Church are visually appealing and kept up-to-date, displaying current information.
4. Work closely with the Vicar and other members of the church, deanery and diocese to identify, generate and communicate news items through website, blog, social media and digital newsletter.
5. Write engaging copy for a variety of channels including the website, local media and other channels as required.

6. Support the church Treasurer to promote and communicate fundraising.
7. Ensure that Bishop Ridley Church branding and messaging is upheld in all aspects of communication.
8. Reputation management for Bishop Ridley Church.
9. Reactive communications including responding to enquiries from the community and beyond.
10. Create systems to provide regular analytics and evaluation of communications activities to demonstrate the impact of communications and highlight areas for improvements.

### **Partnership management**

1. Liaising with key partners including:
  - Diocese
  - Archdeacons office
  - Rural Dean's office
  - All churches within the cluster
  - Churches and partner organisations in welling
  - Bishop Ridley School
  - Community Centre
  - All groups using the church
  - Those organising life events at Bishop Ridley Church, including funeral directors.

### **General Responsibilities**

1. To work in accordance with the purpose, vision, mission and values of Bishop Ridley Church
2. To comply with all policies and procedures of the Church of England and Bishop Ridley Church.
3. To participate in and actively contribute to individual supervision, training and team meetings as required.
4. To work flexibly, being prepared to perform other duties commensurate with the role.

### **Qualifications, Experience and Skills**

The criteria listed below are used for recruitment purposes. You should attempt to describe how you meet these criteria in your application, providing examples where possible. Only candidates who can clearly demonstrate how they meet these criteria will be offered an interview. All qualifications and skills are essential unless marked otherwise.

#### **Education and Qualifications**

- Educated to degree level or equivalent (desirable)
- Professional qualification in marketing, media, communications or journalism (desirable).

#### **Experience**

- Proven experience and track record in communications, PR or marketing roles
- Working in a busy office environment.

#### **Skills, Knowledge & Abilities**

- Excellent written communication skills including creative copywriting and the ability to present information clearly to different audiences
- Understanding of different communication channels and how to best use them to reach a variety of audiences
- An understanding of how to measure the impact of communications and how this may result in changing strategy
- Skills in IT including managing websites and CRM systems

- Excellent interpersonal skills and the ability to communicate with a wide range of people
- Experience of working with partners; ability to build and maintain highly effective working relationships
- Excellent project management and organisational skills
- Proven ability to effectively manage a complex workload with competing priorities
- Efficient, responsible and able to maintain a high level of personal organisation
- Ability to be an ambassador for Bishop Ridley Church.

### **Special Conditions**

1. Ability to work flexibly in order to meet the needs of Bishop Ridley Church, including some evening and weekend working.
2. In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practicing, committed Christian and we expect our Church Communicator and Administrator to adhere to our values as a church. A vibrant and active Christian faith is essential for the credibility and performance of this role, as post holder will be required to:
  - have a secure understanding of the Christian faith and ability to engage people in faith issues
  - communicate the vision of Bishop Ridley Church to our community in Falconwood and beyond
  - engage in the life of the church and to contribute to church-wide events
  - attend PCC and other church meetings as required.

If you have any questions or queries regarding this role please contact Rev. Mark Tariq and [info@brchurch.org.uk](mailto:info@brchurch.org.uk)

To apply for this role, please send a cover letter and copy of your CV to Karen Freeman [karenfreeman64@btinternet.com](mailto:karenfreeman64@btinternet.com) by 04/05/2021.

Interviews will be held during week commencing 10/05/2021 at Bishop Ridley Church, The Green, Welling, Kent DA16 2PG.