



# Communications Officer

8 hours/week, working from home, paid

## What does the role involve?

- **Operating our WhatsOn email account**
  - Writing and sending out visually-attractive and accurate emails, using our MailerLite software.
  - Dealing with responses either by replying directly, or forwarding to the appropriate person.
  - Making more of our email facility by:
    - Starting and maintaining a regular members' news email.
    - Letting members know about decisions made at leaders' meetings.
- **Operating our social media accounts**
  - Writing news & taking photos
  - Posting news items to our social media accounts.
- **Publicity**
  - Designing slides for events that can be used on social media, email and Sunday services.
- **Running orders**
  - Putting running orders together for Sundays, including rotas for worship leaders, and finding people to read and pray.
- **Website**
  - Update the existing pages when necessary.
  - Advise on designing a new website.

We preach Jesus Christ: crucified, risen, Lord.

## How many hours and what is the rate of pay?

- This is a part-time role. 8 hours per week, paid at the national living wage. It is envisaged that work would be done throughout the week, not in one block.
- You will be working from home.
- The role is for 6 months initially, and could be extended or made permanent if both parties agree.
- The church is unable to offer any form of visa sponsorship – applicants must have the right to work in the UK.
- Reasonable expenses can be reimbursed but we would expect you to use your own laptop/PC.

## What kind of person are we looking for?

### Essential characteristics:

- A passion to serve Jesus and His body, the local church, demonstrated in loving service in various contexts. Given the nature and context of the work, it is an occupational requirement that the post holder should be a committed Christian and member of the church. Schedule 9 Part 1 (3a) and (3b) of the Equality Act 2010 apply to this vacancy.
- You would need to agree to our doctrinal basis and join our church membership.
- An excellent grasp of written English.
- A keen eye for detail, and the ability to create visually attractive work.
- Good proficiency in IT, and the ability to learn new systems quickly.
- Good organisational skills to manage many different areas of communication simultaneously.
- Flexibility to work on tasks throughout the week.

### Desirable characteristics:

- Experience working with Wordpress, Mailerlite, Zoho.
- A good understanding of social media channels.
- An interest in photography.
- Experience in any of the following: web design, photo editing, graphic design, design for print, video editing, usage rights and copyright.

## What's the application process?

- Express your interest by emailing [jon@park-church.uk](mailto:jon@park-church.uk) with your full name, phone number, and 100 words about why you think you'd be suited for this role.
- The selection process will involve producing some publicity materials for a church event: a Powerpoint slide for Sunday morning, an image for social media, and an email to go out on WhatsOn.
- Start date: immediate