



Holy Trinity
Combe Down



St Andrew's
Community Church

Church Office, Church Rooms, The Avenue, Combe Down, Bath, BA2 5EE

Job Description

Job title	Media and Communications Officer
Hours	37.5 hours a week
Days and times	Monday to Friday. There will also be a regular need to work during weekend church services and at church events, for which time off in lieu will be given.

Job purpose – to effectively communicate the churches' vision.

- You will create and manage a broad communications strategy that meets the need of a growing church, both internally with staff and volunteers, and externally to the church family and beyond.
- You will ensure our church family are kept up-to-date with news and event information in an engaging way without over-communicating.
- This post is grant-funded by The Jerusalem Trust supporting Holy Trinity Combe Down to develop as a resource church. The post holder will be responsible for identifying opportunities, in discussion with management, to create content based on HTCD activities that will support the work of the wider church across the area of Bath, for example in the form of training videos and podcasts. This element of the post will be for the post holder to develop over time.

Line Manager – Liz Hume, Operations Manager

Main duties	Responsibilities
1. Graphic design	<ul style="list-style-type: none"> • Creation of all our graphics for use on our website, digital screens in church, banners and external signage, social media, video content and printed media, ensuring everything remains "on brand" and consistent across all online and offline media. • Ensure all printed media is created and delivered as required by our different ministries, ensuring the highest quality while maintaining value for money, whether printed in-house or outsourced.

2. Video and photography	<ul style="list-style-type: none"> • Management of all our video content creation and further development of this content for online and in-church uses, overseeing pre-, principal and post-production needs. • You will liaise with our A/V and tech teams to ensure our live-streaming content remains consistent with all our other output. • You will manage the capture, editing and use of all photographic media, creating original content for use across our communications channels. • Ensure all our video and photographic content complies with the relevant GDPR and safeguarding regulations <u>(training will be given).</u>
3. Web management	<ul style="list-style-type: none"> • Oversight of our church website, including the hosting, design, functionality, and regular updating of content. • Liaise regularly and proactively with our ministry departments to ensure each one is properly represented. • Work with our Office Administrator in managing the interaction of the website with our church membership records for event management.
4. Copywriting	<ul style="list-style-type: none"> • Creation and management of written content in line with the church's marketing and communication needs, for communication through digital or traditional channels.
5. Social media	<ul style="list-style-type: none"> • Creation and management of all content on our social media platforms, and our overall social media strategy. • Ensure our social media output complements our other communication channels and develop the use of different platforms as necessary to form part of a wider communications strategy. • You will ensure all our social media content complies with the relevant GDPR and safeguarding regulations.
6. Resource church	<ul style="list-style-type: none"> • Develop new resources aimed at supporting the work of local churches in and around Bath.
<p><i>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</i></p>	