

Job Description

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| Job Title | Communications & Media Manager |
| Line Manager | Operations Manager, Dundonald Church |
| Place of Work | Dundonald Church, 577 Kingston Road, SW20 8SA |

Dundonald Church

Dundonald Church is a reformed evangelical church committed to growing disciples of our Lord Jesus Christ as we seek to love God, love each other and love our neighbours.

We are a church of 600 adults and 375 young people with 4 gatherings each Sunday.

We are a founding member of the Co-Mission network. Co-Mission is an enterprising church-planting network that God has been growing in London since 2005.

Role

Communication is a vital resource in serving our church family and local communities. It helps us to reach and engage others with the good news of Jesus Christ, and helps facilitate our church family's growth as disciples of Jesus Christ. Our new Communications & Media Manager will have the opportunity to develop, implement, and grow the church's communications strategy.

We want this role to help establish Communications and Creative Media as an integral engagement tool in day-to-day ministry.

Key Responsibilities

Communications Strategy

- Work with the Operations Manager to define communications effectiveness measures
- Create and implement an innovative communications plan and campaigns for our multiple audiences (e.g. church family, local community and wider world)
- Measure and analyse the success of communication campaigns, tools & methods
- Review the effectiveness of the communications strategy

Stories and Content

- Liaise with Pastors and Ministry Leaders to identify stories and content
- Write and edit written content, with an innovative and creative edge
- Develop our use of digital media as a communication tool

Content Delivery

- Keep up-to-date with most appropriate channels to use
- Manage and grow engagement across our channels
- Manage and promote our online presence and digital brand
- Support regular communication with church family (e.g. co-ordinating ministry focus slots on Sundays and at Prayer Meetings)
- Provide training for our staff team in creative and effective communication

Person Specification

| Essential | Desirable |
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| Knowledge | |
| <ul style="list-style-type: none"> • Relevant and transferrable experience | <ul style="list-style-type: none"> • Appreciation of communications in a church context |
| Skills | |
| <ul style="list-style-type: none"> • Excellent written skills • Excellent editing skills • Strong understanding of good design • Able to drive and deliver projects incl. outsourcing work where appropriate | <ul style="list-style-type: none"> • Graphic design • Film making • Digital media production |
| Character | |
| <ul style="list-style-type: none"> • Creative self-starter • Innovative thinker • Passion for excellence and drive to complete the task • Able to build strong working relationships with a wide variety of stakeholders • Able to plan and manage multiple projects • Able to drive and deliver projects | |

- There is a genuine occupational requirement for a Christian to fill this post
- This role may require flexible work hours; some evenings and weekends depending on events
- We believe this is a full-time role, however, we are willing to consider applications from those who may be able to only work part-time