



## Job Specification and Description - St Paul's Communications Officer

### Description

Reports to the vicar Tim Fox. Ten hours per week, days and timing largely flexible.

The role holder is responsible for

- Monitoring and responding to the **St Paul's email inbox**. By personal action or directing to other members of the staff team as appropriate. (We aim to respond to all mails within 36 hours).
- Maintain the **Church Suite database software** and developing how it is used more effectively, in conjunction with the staff team.
- Creating and editing the (usually) **weekly news mailer**, (*via MailChimp*) plus other occasional "broadcast" mails about events, for example Messy Church.
- Maintaining and improving our **website presence** at [HOME | StPaul'sBoundaryRoad \(stpaulsboundaryroad.com\)](https://stpaulsboundaryroad.com) (a WIX site). A visitor friendly site that communicates up to date and relevant information, to those within our congregation and curious to know what St Paul's is about. Keeping this aligned with our "A Church near You" site.
- Regular **social media postings** which share Good News with our community. A coherent and engaging story.
- Joining the (usually) **weekly staff meeting** at St Paul's (c.75 minutes) to stay connected and knowledgeable on all that is happening in the life of St Paul's – connecting those who need to know!
- Create **Eventbrite** events for a range of activities. (Messy Church, Café, special services)
- External noticeboard – keep refreshed and interesting.

### Person Specification

The role holder will have some **working knowledge of** (or relatively quickly be *able to acquire*) software/apps - Mailchimp, Facebook, WIX, Church Suite and Outlook. These form the core tools.

You will be able to **create clear messages** for multiple contexts/audiences, with a strong understanding of the action the message **seeks to inspire**.

You will be able to **work substantially independently**, drawing upon information from within the weekly staff team meeting and other contacts within the church family. **Collaboration** within the team will be an important aspect.

Whether it be a website update, a social media post or the weekly mailer, you will mainly operate independently as author/editor/creator. Checking back as appropriate with the vicar or staff team where a message is "nuanced or complex".

Folk new to St Paul's are invited to share their contact details (GDPR compliant) which are retained in Church Suite and used in our communications. **Encouraging those new folk** to "self-serve" using well designed and straightforward online processes.

Responding to the main "email inbox" requires a degree of **independent action**, anchored in knowledge of how St Paul's operates and what is happening. We aim for some level of response within 36 hours to all enquiries, recognising that "speed stuns".

### Context

St Paul's Boundary Rd is an inclusive Church of England Parish, that is becoming better known for its community engagement. We launched the Café on the Corner and social eating project 12 months ago, together with our "No Boundaries" Community Garden being readied for planting in the Spring. Our church vision embodies three pairs of values; Invitation & Grace, Generosity & Celebration, Inclusion & Safety, as we seek to become "Your church in the Community".

**Interested? Contact Andrew Little** at [st.paulschurch@outlook.com](mailto:st.paulschurch@outlook.com) or 07557 648871