



Media Manager Job Description

Job Title: Media Manager

Salary: £8,452 - £9,068 pa

Hours of Work: 18.75 hours per week

Holiday entitlement: 25 days (pro rata) plus 4 Bank Holidays

Job purpose:

To develop the ministry among the media team according to the vision of Saint Philips Chapel Street both in discipleship and outreach, training and releasing teams into ministry to proclaim God's love and power with the aim of reaching the lost and discipling a generation.

Key roles:

Key Role A: Develop a vision for media and communications consistent with the vision of SPCS to create a sense of spirituality and faith and help people grow as disciples of Jesus

- A1. To work with the Rector to develop a vision and strategy for media that fits with the overall vision and priorities of the church;
- A2. Organise production and communication teams to deliver worship for Sunday services and other gatherings, such as prayer meetings;
- A3. Support the current volunteer team, recruit and train other team members as required;
- A4. Help to plan and deliver communication and design for seasonal events as appropriate, such as Christingles, Nativity, Easter, etc;
- A5. Ensure all relevant software is kept up to date, such as usPro-Presenter, OBS, online live streaming, CCLI licenses, and annual reports submitted;
- A6. Manage a budget to oversee essential purchases for new equipment and software when needed.

Key Role B: Develop and oversee communications and media team at SPCS

B1. Develop and oversee SEO and current website;

B2. Oversee and keep up to date our church social media channels;

B3. Work with different ministries and team members to create relevant design artwork for different ministries and support the church through successful seasonal communication campaigns;

B4. Create and work from a communications plan including church emails and announcements.

Key Role C: Grow and promote a culture of creativity in and beyond SPCS

C1. Raise up and develop other leaders in key areas;

C2. Encourage other creativity within the church community to bless other churches and the world beyond;

C3. Support and network with other media teams through the New Wine family;

C4. Develop the media and creative teams within the church and beyond.

Key Role D: Be a pro-active staff team member

D1. Be part of a dynamic staff team working to support a growing resource church;

D2. Report quarterly to the PCC, attend weekly staff meetings and other relevant committees;

D3. Assist with some events and courses (eg Alpha etc) held in the Church or other venues;

D4. Fundraise where appropriate and report back when necessary on any successful bid.

There is a genuine occupational requirement that the post holder is a Christian and supports the beliefs and practices of the Church of England.

Organisational Arrangements:

- Working hours: The standard working week for this part time position is 18.75 hours per week including Sundays and some evenings. The precise working pattern is to be arranged in accordance with the requirements/demands of the role and there will be a degree of flexibility on all sides by negotiation
- Probation period: 6 months
- Accountable to: The PCC, reporting directly to the Rector
Accountable for: Media and Communications
Working alongside: Staff Team and Volunteers
- Salary range: £8,452 - £9,068 pa
- Automatic enrollment in a pension scheme
- Participation in conferences, retreats and training encouraged wherever possible
- Accommodation not provided

It is the policy of the Church of England that all those who work regularly with children and/or adults experiencing, or at risk of abuse or neglect, must have an enhanced criminal record check. Therefore, this post is subject to necessary references and DBS checks.

Your personal information will only be shared with relevant members of the church and strictly for the purpose of recruitment. For details of our Privacy Policy please refer to [SPCS-Privacy-Notice](#).

How to apply:

Please submit a complete application form together with your CV and covering letter by emailing Ags Hawkins on ags.h@saintphilips.org.uk by 15th January 2021 5pm.

Shortlisting: 18th January 2021

Interview date: 28th January 2021