



Part-time Communications Assistant

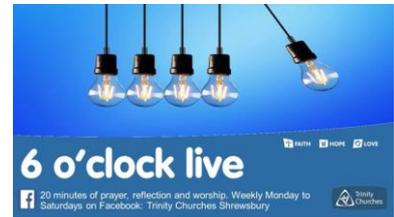
You'll be working as part of the Church Office team to help coordinate our communications, and to support the administration for our regular services and events across the parish. In particular you'll bring a flair for helping us communicate well in a digital age, including website, social media, and on-screen alongside more traditional printed publications.

It's a rewarding role. You'll be liaising closely with lots of different people – the vicar and leadership team, the wider staff team, and the many others who come into contact with the life of Trinity Churches each week. It's also a team role. You will be a core part of the Ministry Support team, working closely alongside the office team at the heart of the church office.

Closing Date: 10am on Monday 9th November

Shortlisting: Tuesday 10th November

Interviews: w/b Monday 16th November



JOB DESCRIPTION

October 2020



Job Title:	Communications Assistant
Job Location:	The Trinity Centre, Meole Brace. There may be some ability for home-working, particularly during COVID, but we recognise there are some regular and essential tasks which need be undertaken from the Church Office. All relevant precautions and measures have been put in place in the Church Office.
Hours:	Ten hours per week. Some limited flexibility as to hours, but generally Thursday and Friday
Salary:	£9.60 to £10.00 per hour depending on experience
Line Manager:	The Vicar
Personnel Manager:	Operations Manager
Purpose:	Supporting the smooth operation for all aspects of church communication, and other administrative support for services and events across the parish.

KEY TASKS:

1. To develop our social media presence as a key tool for communication, in particular working within Facebook, Twitter and Instagram.
2. To prepare service material on Microsoft Powerpoint, "Open Broadcaster Software" (OBS) and "EasyWorship", so that everything is ready for the teams who coordinate our Sunday services and midweek events.
3. To work with the staff team in developing our website as a resource for both church members and those in the local community.
4. To help design and develop our printed communications and publicity, including flyers, posters, noticeboards and displays.
5. To create and duplicate service sheets and other necessary documents for all Sunday services and occasional offices, and to administer the Christian Copyright Licence return
6. Help maintain records on ChurchSuite, the membership database, and assist in regular communication to church members and others.
7. As part of the Church Office team to answer the telephone and welcome visitors as appropriate, responding to queries and being the 'front end' of the church.
8. Undertake any such other tasks as may be necessary.

RESPONSIBILITIES

The post holder will:

1. Meet regularly with their Line Manager at Trinity Churches.
2. Seek other opportunities to develop in the role, and to network with others doing similar work for mutual support and learning.

TERMS OF APPOINTMENT

This is a permanent appointment with a probation period of six months.

The job description, terms and conditions, and role will be reviewed annually.

An enhanced DBS check will be carried out prior to full appointment.

Working expenses will be reimbursed according to PCC policy.

All PCC employees are subject to the terms and conditions of the PCC Staff Handbook.

PERSON SPECIFICATION

	Essential	Desirable
Education	A good standard of education, with at least 5 C GCSEs or equivalent	Recognised qualification in word processing / administrative skills.
Experience	<p>Computer literate with a strong working knowledge of Microsoft Office, especially Word, Powerpoint, Outlook and Publisher</p> <p>Sound knowledge of social media, in particular Facebook and Twitter, and an ability to reflect on how to communicate wisely and well on social media.</p> <p>Ability to process and design a wide range of documents in accordance with “brand guide” and house-style, with a keen eye for detail</p>	<p>Experience of maintaining and developing a website using a WordPress template</p> <p>Experience of simple video editing and production</p> <p>Practical experience of working in a busy office environment and ability to remain calm under pressure</p>
Key Qualities	<p>Commitment to work collaboratively as part of a team and form effective working relationships with a wide range of people.</p> <p>Able to work under their own initiative, particularly dealing with multiple urgent demands and multiple priorities.</p> <p>A positive and ‘can do’ attitude, with a willingness to help us maintain high standards in the way we communicate.</p> <p>A good level of emotional intelligence, and able to facilitate others.</p> <p>Someone fully in sympathy with the Christian vision and ethos of Trinity Churches.</p>	<p>Someone with some experience and understanding of the Church of England, and some of its particular ways of doing things.</p>

Trinity Churches



Start here...

There has been a church in Meole Brace for well over a thousand years, and the current Holy Trinity Church is at least the third building on the site. However we strive to be a parish not just with a long history but also with an exciting future!

There are currently about fifteen on the staff team working at Trinity Churches, a mixture of full-time and part-time colleagues. Alongside the clergy team there is a Childrens Minister, Youth and Young Adult Minister, and two Pioneer Community Ministers. The admin team include an Operations Manager, Trinity Centre Manager, and Finance assistant.

During COVID everything has been quite different for the life of the Church, and if nothing else a good communications strategy has been even more important:

- **Online.** We've been developing many different ways of church being online. These last months have seen us livestream our 11am Sunday morning service, with about sixty people able to be in the building being joined by about 70 households online. We also host pre-recorded "pyjama church" every Sunday evening, and there is also a daily gathering for prayer called "six o'clock live" on Facebook which has a steady and committed following. Our comms strategy has also included a "dial-a-service" for some of lockdown, people accessing a short pre-recorded service via dialling a local rate number.
- **Website.** Summer 2020 saw a revamp of our website too at www.trinitychurches.org, aiming to make it simpler for people to find things and to connect up with the life of the church. Visitors to the site are most often telling us they'll be at church on a Sunday, looking for details about the Trinity Centre, making a marriage enquiry, booking a table at Café Connect, or catching up on a livestreamed service they might have missed.
- **Social Media.** We've made use of Facebook as our main social media channel, including paying for advertising for a few events like the Alpha Course. We recognise that our presence on Twitter, Instagram etc are not as strong as they might be, and the need to be reaching new generations creatively.
- **Style Guide and branding.** Spring 2020 saw us adopt a renewed 'style guide' to how we communicate, in particular with artwork and graphics for our new priorities of "faith, hope and love." We've been working with our graphic designer to use these well and consistently on all forms of communication.
- **Printed Communications.** These last six months have seen us produce fewer printed communications, with much of church life being available online. This also coincides with our church-wide commitment to using less paper for environmental reasons. Much of our print-runs have been producing larger posters to notify people about changes to services, offers in Café Connect, and safety precautions which we are taking.

Find out more? Look around the website for more details of some of the things going on at Trinity Churches. And we'd love to talk to you informally and talk through this exciting role. Contact Revd Phil Cansdale (The Vicar) (phil.cansdale@trinitychurches.org) or William Small (Operations Manager) on 01743 362399 (william.small@trinitychurches.org)



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THE CHURCH OF ENGLAND