



The London Institute for
Contemporary Christianity



APPOINTMENT OF
**Communications
Assistant**
(Maternity cover)

'LICC has been at the vanguard of the movement to liberate all God's people to play their full role in whole-life mission ...their ongoing work is vital not only to empower individuals for daily mission but to help local churches integrate and sustain this seismic revolution...'

– Archbishop Justin Welby

About LICC

Imagine if every Christian lived their life as Jesus would.

It would transform the people and places around them. It would change their organisations, communities, and societies. And it would change the world – as God works in and through them, right where they are.

But most Christians tell us they have neither the vision nor the tools for the task. That's where LICC comes in. We're here to serve churches and empower individual Christians to relate the good news of Jesus to all of life. We work to help people know God more deeply, and bring his wisdom, grace, and truth to everything they do, wherever they are – at work, at college, and at home; in the pub, the shops, and the gym; on social media, in the office, and out with friends.

We call this 'whole-life discipleship'. It looks like bearing fruit in every sphere of life: making good work, modelling godly character, ministering grace and love, moulding culture, and being a mouthpiece for truth and justice and a messenger of the gospel. It's about being fully alive.

To make it happen, we work with individuals, church leaders, and those who train them, partnering with organisations across denominations and networks. We delve into the Bible, think hard about contemporary culture, and listen carefully to God's people, exploring the challenges and opportunities they face.

What we do comes out of what we learn. Creative communications, resources, events, training, articles, books, films, stories, and more – all designed to support whole-life discipleship.

Jesus calls people into a movement of hope that will bring life to every human being and the entire planet. Today, the need for whole-life disciples is as great as ever. Could you help us as we work to engage over a million Christians with this whole-life vision?

LICC was established by John Stott in 1982 to help Christians integrate the gospel in all of life and see the gospel impact the wider world. Today, we are a mainly London-based team of 28 staff plus associates.



Our values

At LICC, we aspire to embody and exhibit these values in all we do as we join in God's mission to cultivate whole-life disciples.

WISDOM

We prayerfully discern at the meeting of God's word, the world, and one another's stories the time and place we're in, and search out what makes for fruitfulness right now.

AUTHENTICITY

We're real and true to our purpose, living out and landing all we do and say in everyday contexts which are relevant to each disciple's frontline.

CREATIVITY

We seek fresh and prophetic words and ways of communicating the call to whole-life discipleship that cut through the noise of this cultural moment.

GENEROSITY

We cheerfully give and receive time, talents, resources, and encouragement out of love for one another, collaborating for kingdom wins bigger than ourselves.

EXCELLENCE

We seek quality in all we do and Christlikeness in all we are, emerging from a desire to glorify God and serve his people in a team effort. Love is our most excellent way.



The role

Structure

This role reports to the Marketing & Communications Lead and sits within the Communications Team.

Purpose

The Communications Assistant will play a critical role in LICC's skilled and enthusiastic Communications Team, helping it deliver its day-to-day responsibilities and contributing to the growth and impact of LICC's mission.

The successful candidate will get stuck in with a wide range of tasks including web and email design and build, social media content generation and management, podcast management, press office activity, and more.

The Communications Team exists to ensure LICC's vision and offering are clearly communicated both to those who already follow us and to new strategic audiences. As Communications Assistant, you'll help thousands of Christians discover how God is working through them in their everyday lives – and play a key role in connecting them to resources and training that will equip them to make a difference with Jesus right where they are.

Responsibilities

Email build

- Build and schedule LICC's regular calendar of email comms, ensuring all mailshots are completed to an excellent standard and are distributed on time and to the correct segments
- Build and schedule Connecting with Culture and Word for the Week, LICC's regular weekly blogs

Web build and moderation

- Build a variety of pages for the LICC website as needed, ensuring these are completed to an excellent standard
- Moderate comments on article pages, maintaining a respectful, safe space for debate on our website

Social media management

- Schedule all posts across Facebook, X, and Instagram
- Support the Marketing & Communications Lead in coordinating production of video content for Instagram
- Support the Marketing & Communications Lead in writing engaging, on-brand posts for Facebook and X

Podcast uploading

- Upload new episodes of *The Whole Life Podcast* and the *Thank God It's Monday Podcast* and update show links and webpages as needed

Media relations support

- Support the Communications Team on media relations activity as needed, including updating reports and assisting with interview scheduling

Project support

- Helping the wider LICC team with other projects and tasks as required and as capacity allows



Essential skills and qualities

- Excellent attention to detail
- A self-starter who naturally identifies the best next step to complete a given task and takes a proactive approach to problem-solving
- Strong timekeeping skills – able to effectively manage own time to ensure work is completed to deadline
- High capacity – able to deliver several regular tasks to a high standard each day
- A natural team player, adept at keeping colleagues updated on progress, quickly communicating any issues, and responding to messages and emails
- A keen interest in communications as a discipline and a desire to grow in your craft as a communicator
- Comfortable using digital systems, including ability to quickly adapt to new systems and apps

- A skilled writer and proofreader – able to spot errors and deliver high-quality short-form written content
- Excited by and committed to LICC's whole-life discipleship vision and purpose

Desirable skills and experience

- Prior experience in a communications role
- Experience using:

WordPress
Mailchimp
Donorfy
Hootsuite
Spotify for Podcasters
Apple Podcasts



Terms and conditions

This role is a part-time (two days per week), fixed-term post with a salary of £28,000 (pro rata). This is a maternity cover role, running from September 2024 to August 2025.

This role can be fulfilled remotely, though the post-holder may choose to work in LICC's central London office if they wish. If the post-holder is working remotely, they will be required to attend the office at least one Tuesday per month. The role's hours can be distributed flexibly across the week; however, due to the schedule of work required, the post-holder must be able to work on Thursday afternoons.

There are 25 days' holiday per annum (pro rata), with statutory holidays in addition. Three further days' holiday are given between Christmas and New Year. LICC also offers a contributory company pension scheme and life assurance cover.

This post is subject to an occupational requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

You must also have the right to work in the UK.

How to apply

To apply for the role, please send the following via email to hr@licc.org.uk by **12 noon on Wednesday 14 August 2024**:

- A full CV.
- A covering letter outlining your motivation and relevant experience for the role.
- Details of three referees – one personal, one professional or academic, and one from your church pastor/minister. References will only be sought should you be offered the role.

If you have any questions about the role or about LICC, don't hesitate to get in touch with Josh Hinton, Head of Communications (josh.hinton@licc.org.uk).

First interviews will take place on Zoom during the **week commencing 26 August 2024**. Second interviews will be in person at LICC (St Peter's Vere Street, London, W1G 0DQ) on **4 September 2024**.

