

# Creative Comms Lead

<b>Working hours</b>	40 hours per week (including at least 2 Sunday services per month)
<b>Salary</b>	£32-34k per annum depending on experience

## Why St Stephen's?

We are growing resource church with over 500 people attending every week. Our vision at St Stephen's is to Love God, Grow Disciples and Transform Communities. Sundays are central to how we do this, as we gather across four services (one online) to worship God together and learn from His Word. We are passionate about our ever-expanding youth, children's and families' ministries; equipping each other to be Whole Life Disciples; enabling people to explore faith through Alpha; and transforming society through church planting, and various social transformation ministries. We are presently undertaking a new strategy process and are excited where God might lead us for the next few years.

## Main Purpose of the Role

The Creative Communications Lead is a key role within the Creative Team. Working in collaboration with the Operations Team, the role holder has responsibility for the strategic oversight of internal and external communications and the practical ability to continue to develop the excellent design, social media and film content that enables and enhances St Stephen's ministry. We are looking for someone with a passion for creative comms, practical skills to enable the delivery and strategic oversight to bring it all into being.

## Key objectives

- To hold the 'voice' of St Stephens
- To ensure the 'look' of St Stephens reflects the 'voice' with clarity and consistency
- To strategically plan and implement the churches comms – to enable external and internal engagement
- To imagine ways to continually innovate and improve our communications
- To ensure that all St Stephens media and communications output is high quality, consistent, clear and compelling
- To support all ministry areas with design, media and communications needs
- To produce all key communications and publicity materials to support the ministry of St Stephens: across digital and physical platforms
- To develop and oversee systems which enable integration into the life of the church

## Responsibilities

- Design and production of all video / visual media for Sundays, ad hoc events, social channels and St Stephen's website
- Oversight and continued development of St Stephen's social media channels
- Oversight and production of the church-wide monthly / weekly email

- Working closely with the Creative / Worship Team to enable the production of worship nights and other creative projects etc.
- To develop and manage the website including on-going updates
- Liaising with printers / external support as necessary

## **Competencies**

### **Essentials**

- Demonstrable passion for superior design and excellent communication
- Ability to plan strategically and implement efficiently
- Ability to prioritise and multitask
- Proven ability to be an innovative self-starter
- Experience in design
- Excellent digital media and production skills (including working knowledge print and digital software)
- Experience in film making / videography/ photography
- Experience in website design and management (Adobe Suite)
- Strong instincts for online content that will connect well with all generations
- Flexible and adaptable

### **Desirables**

- Clear written communicator

## **Person Specification**

- Servant hearted
- Someone who has a vision for how creative comms can be used to enable discipleship
- A committed Christian with a personal faith in Jesus which inspires their creativity\*
- Is already, or is willing to become a worshipping, serving, giving member of St Stephen's church
- Ability to manage a budget
- Excellent planning and organisational skills
- Flexible and adaptable
- Good interpersonal skills
- A desire to grow in leadership and to develop others
- A self-motivated, team player
- Doesn't take themselves too seriously!
- Committed to safeguarding: understanding and personally applying the safeguarding policy and procedures & undertaking safeguarding training as required
- A commitment to health and safety

\*N.B. There is a Genuine Occupational Requirement (GoR) for the successful applicant to be a Christian and this GoR applies under the Equality Act 2010.

## **The details**

- £32-34K depending on experience
- 40 hours/5 days a week including at 1 Sunday morning service and 1 Sunday evening service per month to gather visual media content, to be worked flexibly to cover ministry needs
- Occasional evenings and Saturdays, Christmas and Easter services, with appropriate time off in lieu
- Full participation in the staff team (including attending staff worship, staff meetings and APCM)
- 25 days' annual leave including up to 5 Sundays plus Bank Holidays and a day off on your birthday
- Opportunities for professional development and training as required.
- Church of England pension: 8% of salary of which 6.5% is paid by employer and 1.5% by employee
- Life Insurance
- 6-month probationary period
- Responsible to the Vicar

## **How to apply**

Please complete the Application Form and submit it together with a supporting statement to Nicola Patel at [NicolaPatel@st-stephens.org.uk](mailto:NicolaPatel@st-stephens.org.uk)

## **Closing Date**

30<sup>th</sup> July 2024

## **Interviews**

Week commencing Monday 12<sup>th</sup> August 2024