



Scripture Union

JOB PROFILE: Events and Communications Officer

Mission Area	Team
Mobilisation	Marketing and Communications
Position of Job in Organisation	
Events and Communications Officer	
About Scripture Union in England and Wales	
<p>Scripture Union is a national mission-movement, helping churches reveal Jesus to the next generation. We equip churches to reach children and young people – especially those outside the church – wherever they are, and in ways that truly connect. Because every young person should have the opportunity to discover Jesus, and too many never will.</p> <p>Through Bible-based resources, practical training and our Revealing Jesus mission framework, we help churches build relationships that lead to faith. Our team of Mission Enablers supports a growing network of Faith Guides – local people, rooted in their communities, revealing Jesus in everyday life.</p>	
Vision of SU in England and Wales	
Our vision is to see a new generation with a vibrant faith in Jesus.	
Purpose of the team	
The Marketing & Communications team communicates SU's vision, mission and activity clearly and creatively to a range of audiences. We generate engagement, prayer support and fundraising interest while protecting and strengthening the organisation's reputation.	
Purpose of the job	
<p>The Events and Communications Officer plays a key role in delivering the Marketing and Communications strategy, coordinating and delivering impactful event presence and producing high-quality, story-driven, people-focused communications across a range of channels.</p> <p>The role holds a dual focus:</p> <ul style="list-style-type: none">• Events and exhibitions – ensuring Scripture Union has a clear, purposeful and effective presence at key festivals, conferences and gatherings.• Storytelling and engagement – actively gathering, shaping and sharing stories of impact from across the movement to help people connect with what God is doing through Scripture Union.	
Safeguarding	
All Scripture Union staff take responsibility for protecting children and young people from all forms of abuse and for reporting any disclosures of abuse in addition to suspicions or concerns, in line with Scripture Union's safeguarding policies.	



Scripture Union

Dimensions and quantities

Responsibility for the **planning, coordination and delivery of SU's presence at a programme of events across the year**, typically including:

- **4–6 major national events or festivals** (e.g. conferences, exhibitions or large gatherings), requiring significant advance planning, coordination and on-site delivery.
- **A further number of smaller or regional events**, where SU presence may be lighter-touch but still requires clear objectives, appropriate materials and follow-up.

Coordination of communications and storytelling across the SU movement, gathering stories, images and insights that show what God is doing through Scripture Union and shaping these into engaging content (website, email, social media and print) throughout the year.

Regular collaboration with **staff across the organisation (approximately 80 staff)**, as well as volunteers and external partners, to support event delivery, identify stories of impact and ensure consistent messaging.

Close working relationship with the **Marketing & Communications team**, reporting to the Head of Marketing & Communications, and contributing to a small team responsible for organisation-wide communications, engagement and reputation.

Management of **multiple concurrent workstreams**, balancing long-term planning for major events with responsive communications and content needs linked to events, campaigns and organisational priorities.

Oversight of **event materials, displays and assets**, including coordinating suppliers and logistics, managing stock and ensuring materials are on brand, fit for purpose and used effectively across multiple events.

Contribution to **organisation-wide engagement goals**, through events and communications that encourage awareness, connection, prayer support and clear next steps for supporters and partners.

Key accountabilities:

The key accountabilities for this job are to:

Key Responsibilities – Events and Exhibitions

- Coordinate and develop Scripture Union's presence at festivals, conferences and other key events.
- Work with the Head of Marketing and Communications on the development and delivery of SU's events strategy and annual plan.
- Ensure joined-up, cross-team working at/planning of events.
- Manage relationships, logistics, budgets and timelines.
- Plan and produce event-related marketing materials.
- Recruit, support and encourage staff and volunteers involved in events.
- Monitor, evaluate and report on event effectiveness.

Key Responsibilities – Story collecting and sharing

- Build relationships to uncover stories of mission and impact.
- Encourage and equip others on the staff team to share stories well.
- Develop and maintain systems for cataloguing stories for use in communications
- Shape stories into engaging content for different audiences and a variety of platforms



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- Amplify authentic voices across Scripture Union.

Digital Content and Channels

- Events/exhibitions: Ensure SU is present and well presented at key Christian events
- **Social media:** create engaging multimedia content with a people-first, story-led focus
- **Podcast:** support the planning and delivery of the Mission Sparks podcast – ensuring SU’s story and brand is shared in an authentic and engaging format.
- **Website:** In conjunction with the Web and Content Officer, help to keep content related to this role’s focuses clear, consistent and up to date.
- Email: write and layout marketing emails to help share SU’s voice and story
- **Print:** Working with the Head of Marketing and Communications, provide stories for use in print (e.g. SU’s supporter/prayer magazine, Connecting You).

Key performance indicators

The key performance indicators for this job are:

- Events that are purposeful and effective, with clear objectives, strong engagement and evidence of learning shaping future activity.
- A growing flow of authentic, people-focused stories being gathered and shared across Scripture Union’s communications.
- Stories and events working together to help audiences understand, connect with and support what God is doing through Scripture Union.
- Strong engagement across digital channels, with content that feels relational, timely and on-brand.
- Clear planning, reflection and evaluation, with insight used to continually improve communications activity.

Educational and / or training qualifications and certificates

The person appointed will have:

- A graduate-level qualification or equivalent experience in a relevant discipline.

Person specification

The person appointed will have the following skills and experience:

Events and Engagement

- Experience of planning, coordinating and delivering events or exhibitions with a clear purpose, audience focus and measurable outcomes.
- Confidence in managing event logistics, including timelines, suppliers, budgets and on-the-day delivery.
- Ability to work collaboratively with colleagues and volunteers to ensure events are welcoming, well-run and aligned with organisational priorities.



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- Experience of evaluating events and using insight and feedback to improve future activity.

Storytelling and Content

- Proven ability to identify, gather and develop stories from real people and lived experience.
- Strong storytelling instincts, with experience of shaping stories into engaging, audience-appropriate content across a range of platforms (e.g. web, social media, email, audio or print).
- Confidence in building relationships with colleagues, partners or volunteers to draw out stories sensitively and authentically.
- An understanding of how stories can drive engagement, connection and mission, not just awareness.

Communications and Digital Skills

- Excellent written communication skills, with the ability to write clearly, warmly and compellingly for different audiences.
- Experience of creating and managing content for digital channels, particularly social media, websites and email.
- A good understanding of content planning, including working to schedules and aligning outputs with wider campaigns or priorities.
- Basic awareness of performance and engagement metrics, with the ability to use insight to refine content and approach.

Ways of Working

- Highly organised, with the ability to balance multiple priorities and manage both planned activity (e.g. events) and responsive work (e.g. stories).
- Proactive and curious, with a willingness to go looking for stories rather than waiting for them to appear.
- Collaborative and relational, able to work well across teams and with a wide range of people.
- Comfortable working independently while contributing positively to a small, creative team.

Overall Essential Experience

- Experience of delivering events, exhibitions or public-facing engagement activity.
- Experience of story-led communications, content creation or storytelling in a professional or voluntary context.
- Experience of writing and managing content for web, email or social media.
- Experience of working in a role that requires strong organisation, relationship-building and communication skills.

Overall Desirable Experience



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- Experience of working in a mission, charity or church context.
- Experience of creating and delivering podcast-style content
- Experience of encouraging or enabling others to share stories (e.g. coaching, commissioning or curating content).
- Experience of basic content creation tools (e.g. design, photography, audio or video).
- Experience of evaluating engagement or communications activity and applying learning.

DBS Requirements

This post requires the following DBS check:

Basic DBS:

Enhanced DBS:

Enhanced DBS with Barred Lists:

Job profile updates

Updated by: Eddie Nock

Date: 31/3/2026

Staff signatures

Line Manager: Eddie Nock

Date: 31/3/2026

Employee:

Date:

Human Resources:

Date: