

# ST MARY'S

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## LONDON

### **Communications & Media Co-ordinator**

**(Maternity Cover – Part-time, 2.5 days)**

St Mary's Church is a vibrant, charismatic and inclusive church located in Marylebone, W1. As the Communications & Media Co-ordinator, you will play an important role in the life of the church.

In this position, you will be responsible for supporting the church's communications, digital presence, and media output. This includes creating engaging content, managing key communication channels, and producing resources that support the ministry and events of the church. This is a varied and creative role, combining planning, design, and delivery, and is well suited to someone who enjoys working both independently and collaboratively. You will help ensure clear, consistent, and engaging communication across the church, contributing to

our goal of building a welcoming and supportive community that aims to follow where God may be calling us in all that we do.

*To apply please send your CV and covering letter to Hannah Fairclough:  
hannah@stmaryslondon.com*

## **Job Description**

Communications & Media Co-ordinator at St Mary's

### **Job aim:**

To support the communication, media, and digital presence of the church

### **Hours:**

2.5 days a week (Tuesdays are mandatory in the office, hybrid working available on remaining days to be agreed)

### **Accountable to:**

Sally Watson (Director of Operations) and John Peters (Rector)

## **Responsibilities**

### **Communications:**

- Planning and writing the weekly church newsletter
- Coordinating and communicating key information about church events and activities across platforms
- Ensuring consistent messaging and tone across all communications

### **Social Media:**

- Planning, creating, scheduling, and managing content across social media platforms
- Monitoring engagement and responding where appropriate
- Maintaining a consistent and engaging online presence

### **Media & Content Production:**

- Editing weekly Sunday sermons into suitable formats for YouTube and podcast platforms
- Uploading and managing media content across relevant channels

### **Design:**

- Creating graphics for Sunday sermon series

- Designing and producing promotional materials including flyers, posters, web banners, and notice slides
- Ensuring consistency across all visual outputs

**General:**

- Creating additional communication and design resources as required to support church activities and events
- Attending St Mary's team events and key church events as required

**Skills, knowledge and experience:**

**Essential**

- Strong written communication skills, with the ability to write clearly and engagingly for different audiences
- Experience managing social media platforms and scheduling content
- Graphic design skills using Adobe Creative Suite
- Basic video and audio editing skills
- Good organisational skills and ability to manage a varied workload
- High attention to detail
- Ability to work both independently and as part of a team

**Desirable skills, knowledge and experience:**

- Previous experience in a communications, marketing, or media role
- Experience managing newsletters or email marketing platforms
- Familiarity with church media or similar organisational contexts
- Basic understanding of branding and digital engagement

**Benefits**

- Salary pro rata based on £30,000-£32,000 (depending on experience)
- 25 days paid holiday per year + bank holidays (pro-rata). Plus, office closes between Christmas and New Year
- Your choice of birthday breakfast at the Tuesday team meeting

**Occupational Requirement**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate attends St Mary's.

### **Equality, Diversity and Inclusion**

St Mary's is committed to being a diverse church that truly represents the community we serve. We welcome applications from people of all backgrounds, especially those underrepresented in church leadership, including women, racialised, LGBT+, disabled, and under-served communities.

Don't meet every requirement? Studies have shown that women and people from racialised communities are less likely to apply for jobs unless they meet every single qualification. If you're excited about this role but your prior experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

### **How to Apply**

Please send a cover letter to introduce yourself and tell us why you'd be great for the role, and an up-to-date CV (including details of two referees - one personal, one professional) via email to Hannah Fairclough ([hannah@stmaryslondon.com](mailto:hannah@stmaryslondon.com))

Start Date:

*6<sup>th</sup> July 2026*