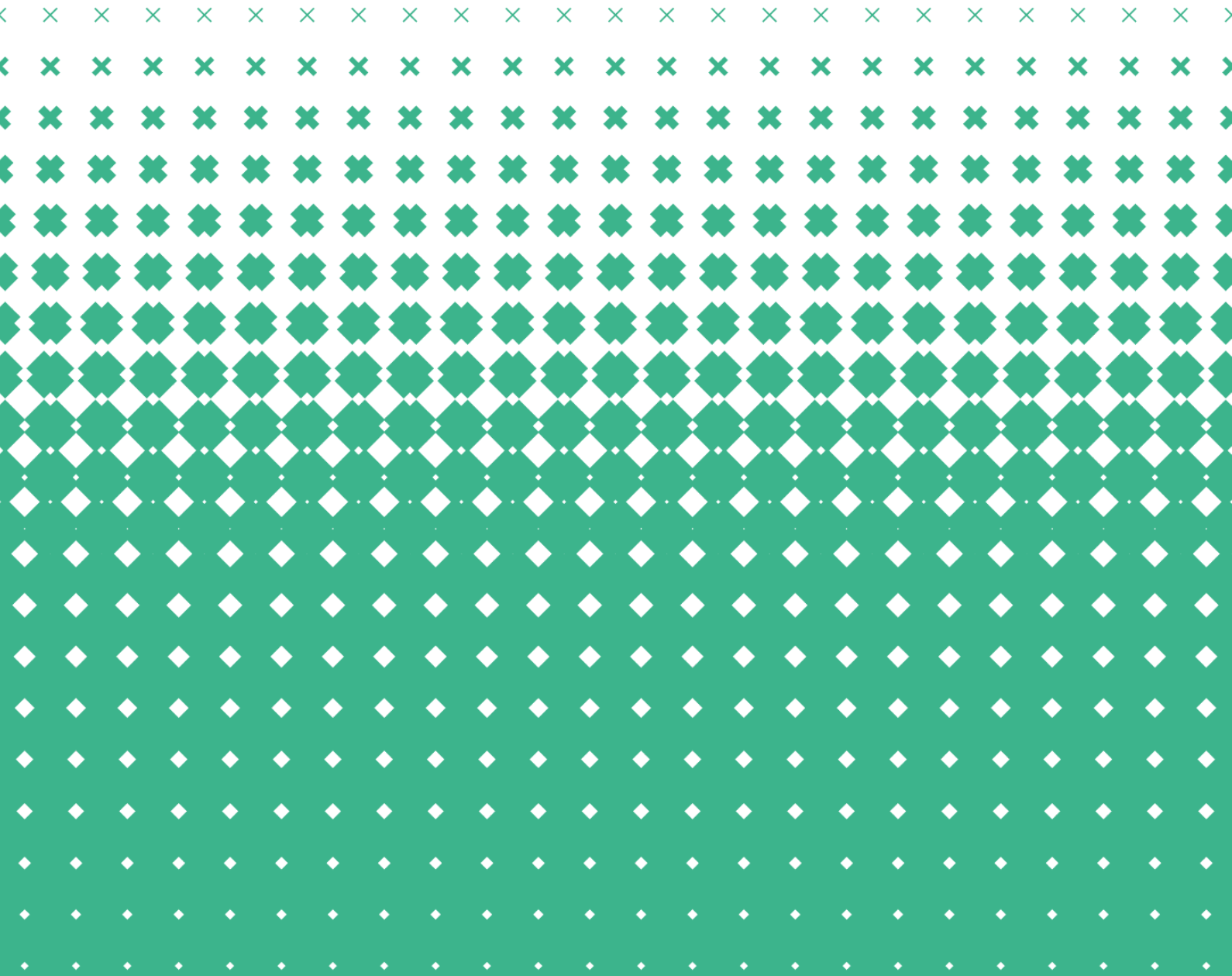




The Gregory
Centre for **Church
Multiplication**

Job Description: **Media Assistant**



Employer

The Gregory Centre for Church Multiplication

Job Title

Media Assistant

Responsible to

Media Team Lead

Overview

The Gregory Centre for Church Multiplication (CCX) helps the Church make disciples in new and renewed ways. We work with willing partners across the Church to catalyse multiplication and equip leaders through adaptive learning pathways.

We are an agile missional centre on the edge of the institution. Our team seeks to be audacious, holding a God-shaped ambition, generous, and committed to working together.

CCX's organisational structure is a hybrid management model, blending elements of functional and project-based structures. Project teams are formed to address specific initiatives, tasks, or delivery projects. These teams are cross-functional, comprising individuals from different specialties. Typically, a project manager works under the direction of a CCX lead. The two core teams of Operations and Media operate as shared services across the organisation.

Under the direction of the Bishop of Islington, a suffragan bishop of the London Diocese, CCX supports church planting and church growth work in London, nationally and beyond.

Post introduction

The Media Assistant supports delivering communications, projects, and events based on the wider CCX organisational vision for the Media Team. It is their role to work closely with the communications specialist and other relevant stakeholders to ensure information is collated and circulated promptly across multiple platforms and business apps and assist with community management and scheduling of social assets. Additionally, this role will support project and event delivery, assisting with compiling project reports, tracking ticket sales and ensuring that any information, assets or files are stored correctly and kept up to date.

They are expected to perform duties with a high degree of independence, initiative, and judgement, including knowing when to resolve issues and challenges directly and when to escalate.

This is a full-time role, but part-time will be considered.

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 of the Equality Act 2010

Duties and Accountabilities

Principal

- Social - management of organisational business apps used to plan, schedule and post social assets across CCX social channels; overseeing community management - responding to any messages and supporting growth of our CCX community and followers.
- Emails - collate information to create, schedule and deliver weekly/monthly emails; monitor CCX inboxes and respond accordingly; update relevant external communications teams and events pages
- Website - update and monitor to ensure correct information is communicated and that the CCX branding is adhered to
- Stories - support the effective delivery of stories to the right audiences across CCX communication channels.
- Events—Support and collaborate with the Events team to ensure necessary communications are included and delivered on time, as well as any production help when required. Monitor event ticket sales on digital platforms such as Eventbrite and administer the use of promotional codes.
- Internal communications - support delivering press releases and internal communications in collaboration with the Content team.

Secondary

- Team and Stakeholders - collaborate, gather relevant information and ensure an ongoing exchange of information.

General

- Maintain positive and productive relationships with key internal and external stakeholders of the Church of England, demonstrating an understanding of stakeholder perspectives.
- Pray regularly for the work of CCX as the foundation for growth and multiplication.
- Participate in regular prayer times and occasionally lead team prayer and team meetings.
- The post holder may be required to undertake any other duties (including training) that are commensurate with the role.

Person Specification

Essential

- Identifies with the CCX's purpose to cultivate growth in the Church of England through multiplying disciples and Christian communities.
- Technical understanding of media storage and best practices when curating a large library of digital assets
- Identifies with and understands CCX's vision to provoke, inspire, catalyse, equip, and resource individuals and churches to reach new people in new places, in new ways, with the good news of Jesus Christ.
- Demonstrates excellent written and verbal communication skills
- The ability to multi-task and manage competing priorities efficiently, without direct instruction, to meet deadlines under changing conditions, exercise initiative and delegate tasks where appropriate
- The ability to work effectively and collaboratively with individuals from different parts of the organisation and beyond at all levels, with varying traditions of church, backgrounds, and perspectives
- Has strong interpersonal skills – effective listening, building trusted relationships, inspiring, and influencing others
- Is adaptable and willing to get involved in all aspects of the work of CCX where appropriate

General Conditions

Diversity

We understand the benefits of employing individuals from diverse backgrounds, cultures and talents. We aim to create a workforce that:

- Values difference in others and respects the dignity and worth of each individual
- Reflects the diversity of the nation that the Church of England exists to serve
- Fosters a climate of creativity, tolerance, and diversity to help all staff members develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. We aim to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the individual's dignity.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values this equal treatment's richness to the workplace. Therefore, The Gregory Centre is concerned with avoiding discriminating against anyone.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All CCX staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act and not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to cooperate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the CCX Health and Safety Policy;
- Make themselves familiar with accident and emergency procedures for their site;
- Inform their manager immediately of any health or safety deficiencies or dangerous situations or near-misses;
- Set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons any information obtained during their duties without the permission of the Chief of Staff.

Terms of Employment

Location: The office is currently at The Old Deanery, in the City of London (near St Paul's station). This post will include remote and in-person working as necessary.

Post Commitments

There is an occupational requirement that the post-holder is a Christian under Part 1, Chapter 2, section 10 of the Equality Act 2010

Hours

This is a 5-day-a-week role. A part-time role of 4-days a week will also be considered. Normal working days are Monday through Friday.

Salary

£27,000-£30,000 FTE (experience and qualification depending)

Pension

The appointed person will be eligible to join the occupational pension scheme or, if ordained, join the Church of England pension scheme.

Annual Leave

Full-time employees are entitled to 30 days paid holiday during each holiday year or the pro-rata equivalent if they work part-time, as with standard The Gregory Centre roles.

Contract

This post is offered on a two-year fixed-term contract, subject to ongoing funding with a 2-month notice period.