



Role Description: Communications Coordinator

Part time: 5 Hours per week

Reports to: Co-Vicars – specifically Guy Benton

Key relationships:

Internal:

- Co-Vicars
- Wardens
- Church Administrator
- Snr Youth Worker
- Jnr Youth Worker
- Cleaner
- Treasurers
- Parish Council
- Parishioners

External:

- Community people
- Community groups
- Church Neighbours
- Diocesan Communications Team

Position location: All Saints Church Centre

Role Purpose Summary:

The All Saints Church Communications Coordinator, as part of our culture and team, is to assess and evaluate our current communications strategy and engage the church in effective communication channels going forward. The view would be that volunteers can take certain aspects on when needed.

Special requirements of the position:

- Adhere to the Parish Values: Jesus Centred, Authentic Community and Missional Living.
- Ability to participate in a team environment and engage in team meetings.
- Communications background or study is preferable.
- Good relationship management and communication skills.
- Proficiency in Office 365, social media, graphic design and computer literacy
- Attention to detail
- Familiarity with Anglican worship is desirable.



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Accountabilities:

Outcomes	Key Tasks
1. Refining Communications Plan and Strategy	<ul style="list-style-type: none">• In consultation with the Co-Vicars, review and refine the communications strategy into a workable document.• Develop Brand Guidelines.• Facilitate consistency across platforms.
2. Developing Communications Systems	<ul style="list-style-type: none">• Utilising relevant platforms, develop a system that helps achieve the intent of the communications strategy developed above.
3. Preparing Communications Material	<ul style="list-style-type: none">• Prepare the relevant communications on a regular basis. This includes but is not limited to: Weekly E-News, Website, social media, Proclaim.• Designing relevant posts and banners etc. as required.
4. Implementing Communications Strategy	<ul style="list-style-type: none">• Communicate guidelines, systems and relevant material to other staff and parishioners to enable the communications strategy.• Where possible, engage volunteers to help achieve the strategy.
5. Other Reasonable Tasks	<ul style="list-style-type: none">• Any other reasonable tasks as required by the Co-Vicars.