

STORY EDITOR

Job Description and Person Specification

March 2018

Job Title: Story Editor

Purpose: To help tell the stories from around Vineyard Churches UK & Ireland.

Reporting to: Mark Crosby, Director of Communications.

Fees and terms: Part-time position / fixed. One day per week, as per contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment) and the staff handbook. Starting salary full-time £16,220 p.a full time (so 1 day per week would be £3,244 p.a.)

Location: The normal place of work will be Cardiff Vineyard Centre, Off Eastmoors Road Ocean Way, Cardiff, CF24 5HF. Some travel may be necessary.

Overall Responsibilities: Telling the stories of what God is doing in the movement, as our churches join with God in what he's already doing in our cities. Including, but not exclusively:

- Sourcing stories from local Vineyard churches and refining this process.
- Cataloguing stories and providing these to National and Regional teams as and when necessary
- Receiving, editing, and working with stories to select the best format to share them - including interview, written, filmed, social media snippets, book.
- Taking an initial story and maintaining it's authenticity whilst preparing it for national channels. Including scripting films, writing articles, conducting telephone and face-to-face interviews, transcribing interviews, editing, proofing, and providing finished stories to the Director of Communications.
- Sourcing archived stories and articles from the Vineyard's history for use to a new generation.

- Working, where necessary, with external organisations to share stories of how the movement is helping extend the Kingdom of God in the UK & Ireland.
- Working as part of the Communications team to ensure a rhythm of stories that reinforce the vision, values and emphases of the movement, encouraging, inspiring and spurring the church onto all that God has called each of us to do.

Occupational Requirement: The candidate must agree with the vision, values, ethos, and “Statement of Faith” of the company and Vineyard Churches UK and Ireland. They must conduct themselves in good accord at all times in accordance with Christian principles and the Bible. They should be in submission to the leadership of the Vineyard and capable of working in a team environment. This is in accordance with the Equality Act 2010. This occupational requirement is due to the role involving writing about the stories with a Christian outlook and a full understanding of our values.

Person Specification

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED (Delete/add as appropriate)
QUALIFICATIONS		Educated to degree level, with a focus on English language and literature.	Application
SKILLS/ABILITIES	Good command of the English language		Application Interview
	Excellent verbal and written communication skills	Polite telephone manner	Application Interview
	Ability to communicate with senior church leaders.	Servant-hearted , respectful and professional	Application Interview
	Well-organised and able to work to deadlines with attention to detail.	Past experience	References
	Able to manage self and be self-motivated, to achieve excellent results and meet deadlines.		Interview References
WORK EXPERIENCE		Experience of an office environment	Application
	Evidence of administration skills		Application Interview
	Experience of working in a team.		Application Interview
KNOWLEDGE	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.		Interview
	A working knowledge of the variety of methods and platforms to share stories on.		Interview
SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)	Ability to work on own initiative as well as part of team. To be able to anticipate challenges in the workplace, and be ready to meet them.	Work under pressure	Interview References
	Ability to craft a story to a brief, based on information received.		Application Interview
	To agree with the Vineyard 'Ethos Statement of Faith' and work with those parameters.		Application Interview
	To have a lifestyle that reflects the Christian beliefs and practises of the Vineyard Church.		References
	Ability to read and comment on information received.		Application Interview
	Are a member of a Vineyard church.	Knowledge of the VCUKI movement and communications channels	Interview

	Organise logistics for media pieces, displaying utmost confidentiality.		Application
	Attention to details.		References Interview

GENERAL INFORMATION

Display Screen User:	Does this role use a DSE? Yes/No		
DBS Check Required:	Yes/No		
Lone worker:			
Date created or amended:			
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	