

# STORY EDITOR

## Job Description

February 2018

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**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.

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- 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.