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**Job Title:** Media and Communications Overseer

**Reporting to:** Senior Pastor

**Salary:** £19,000 - £22,000 pro rata, depending on experience and qualifications

**Position Type:** Part time, 16-24 hours per week, dependent on applicant

**Benefits:** Flexible working hours and expenses

# The Role

Coastline Vineyard Church is now recruiting for a Media and Communications Overseer to manage the production and provision of all media, communications and digital content for Coastline Vineyard. Coastline is a vibrant and contemporary local church in the heart of Bournemouth. The job holder will have excellent creative and technical skills and be an experienced leader, able to oversee of a team of voluntary Creatives (designers, illustrators, photographers, videographers, social media contributors) for the effective delivery of creative projects.

**Position Responsibilities**

Oversee all aspects of Coastline Media, to include:

- The design of various graphics, slides, visuals and thumbnails.

- Event celebration – record key events in church life (eg services, baptisms, community gatherings etc) – with photographs and video.

- The maintenance and improvement of all media equipment.

Oversee all Coastline Communications, to include:

- Newsletter. Compile and curate the weekly church email Newsletter – including writing copy and editing text.

- Flyers – design and visuals, ordering and delivery of flyers for specific events.

- Event promotion – emails, visuals, flyers, photos and video.

Oversee and develop Coastline’s Digital Strategy, to include:

- Online Church – including managing our Video Recording Studio, planning and recording all church videos, including the Sunday Experience and other videos for YouTube.

- Video content – including film recording, compiling footage, post-production and editing videos, and managing content.

- Website management and maintenance.

- Social media content and impact – including Facebook, Twitter, Instagram etc.

**Skills, Qualifications and Experience**

- Preferable 2 years experience in a similar role

- Good standard of education with excellent written English

- Further/Higher Education in design, marketing or media and communications would be an advantage

- Good working knowledge of the following Comms tools and software:

Adobe Photoshop, Illustrator, or InDesign; Office suite, macOS and Windows, as well as cloud services such as OneDrive or sharepoint; MailChimp or similar; Premiere Pro or Davinci Resolve or similar video editing software.

- Strong organisational, communication and interpersonal skills and high degree of attention to detail.

- Ability to work well on your own initiative and unsupported without the need of constant direction and supervision. At the same time, to be a team player also, and flexible to help others within the team as required.

- A flexible approach to your workload, and be able to balance conflicting priorities.

- An ability to build effective relationships and a high level of enthusiasm for any task in hand with a ‘can do’ attitude.

*The responsibilities listed above are not meant to be a strait-jacket that you have to fit into! We know that people have a variety of strengths, experiences and passions, and we would expect to refine the job to fit the right applicant’s skills, gifts and talents. There is also flexibility in the role to allow the job holder to work bi-vocationally, and to recruit others to cover areas that require different skills.*

**Qualities and Expectations**

- A dedicated and mature follower of Jesus, who is committed to the Values and Philosophy of Coastline Vineyard.

- Participate fully as a member of the wider Coastline Staff Team, including regular attendance at Coastline on Sundays, at weekly Team Meetings and a Life Group.

- Comply with all Church operating policies and procedures.

- Undertake any training or personal development as required.

**Interested?**

Please email the Senior Pastor, Ade Alldridge at ade@coastlinevineyard.church to request a copy of the Job Description and Specifications. If you would like to apply for the position, please send Ade your CV and a cover letter, explaining what you would be able to offer Coastline and how your own values link with ours. Please include a daytime contact number and details of current salary and availability to start.

The closing date for applications is Monday 28th September 2020.