

**Job Title:** Creative Communications Assistant

**Job Overview:** Responsible for external communication of the church and associated creative work.

**Hours:** 22.5; can be worked flexibly across the week but must be available on Wednesdays as this is a key staff day.

**Based:** CVC, Off Eastmoors Road, Cardiff, CF24 1RA; currently based remotely due to Coronavirus restrictions

**Pay:** £18,525-£20,250 per annum pro rata depending on experience

**How to Apply:** Email Paul Cruchley ([paul.cruchley@cardiffvineyard.org](mailto:paul.cruchley@cardiffvineyard.org)) your CV (alongside any relevant supporting material (e.g. design portfolio, social media account, blog) and a crafted response to the following question. For the crafted response, please use no more than 300 words.

*Why does this role matter and what can you bring to the role?*

**Deadline for Applicants:** Tuesday 1st December

**Interviews:** Week commencing 7th December

**Start Date:** Immediate

### The Role

We are a thriving multisite Vineyard church based in Cardiff with three sites across the city. We have around 650 adults and 250 children & young people within our congregation and are very active in our city.

We are looking for a Creative Comms. Assistant to join our team to help us share what God is doing amongst us as a community, keep the church connected, and help people exploring faith easily find out about Jesus and us as a church. As we grow our digital presence, this role will be vital in helping extend the reach of our content, resources, and stories of God moving.

In this role, you would be responsible for the external communication of the church which would involve:

- Day-to-day running, management, and scheduling of all VCC social media channels (Facebook, Instagram, Twitter, YouTube)
- Regular emails to church members
- Graphic design for social media, print, website, events, and video
- General upkeep of the website
- Basic video & podcast editing
- Working with volunteer team members
- Developing our digital presence
- Assisting in the creation of our digital strategy

### What You'll Need to Succeed

We're looking for a creative thinker who can work off their own initiative and has experience in creative communications. For a full list of essential and desirable requirements, please see the table below.

No industry experience is required for this role but it is desirable. We will be looking for someone who can demonstrate their ability in design, content writing, social media, web, and video, and we are aware that might have been for personal or voluntary projects previously. We will provide any necessary training.

As part of the role, you will be expected to be a committed member of our local church and contribute to the life of the church over and above your hours in the way that other members of the church serve outside of their jobs.



Key Skills	Desirable / Essential
<b>Social Media</b>	
Understanding of social media channels and how to create content for each platform: specifically, Facebook, Instagram, YouTube, Twitter	<i>Essential</i>
Experience managing an organisation's/ministry's/team's social media account across the above platforms	<i>Desirable</i>
<b>Written Communication</b>	
Excellent written communication	<i>Essential</i>
Experience of using MailChimp (or similar email campaign software)	<i>Desirable</i>
<b>Website</b>	
Experience editing WordPress or SquareSpace website	<i>Desirable</i>
Experience of UX of websites	<i>Desirable</i>
<b>Graphic Design</b>	
An ability to create beautiful designs for various platforms (social media, print)	<i>Essential</i>
Experience using graphic design software (Canva, Illustrator, Photoshop)	<i>Desirable</i>
<b>Videography</b>	
An ability to edit videos	<i>Desirable</i>
Experience using video editing software (i.e. PremierPro)	<i>Desirable</i>
<b>Admin &amp; Organisation</b>	
Ability to work to deadlines	<i>Essential</i>
Highly organised with good attention to detail	<i>Essential</i>
Able to liaise with all levels of stakeholders within an organisation	<i>Desirable</i>
Able to organise workload over the medium-term and plan accordingly for projects	<i>Essential</i>
Able to manage own workload and work off own initiative	<i>Essential</i>
Able to work with volunteers to complete projects	<i>Essential</i>
<b>Person &amp; Culture</b>	
Committed follower of Jesus; adheres to the Vineyard Statement of Faith	<i>Essential</i>
Hardworking	<i>Essential</i>
Willingness to learn new skills & develop skillset in order to expand the role	<i>Essential</i>
Sense of responsibility and care for their work	<i>Essential</i>
Good team worker	<i>Essential</i>