

COMMUNICATIONS ASSISTANT

Job Description and Person Specification

March 2022

Job Title: Communications Assistant

Purpose: To help assist the communications team through contributing to the running of our communications channels and platforms, through key administrative tasks, digital communications and operational tasks, which contribute to communicating strongly and consistently to the Vineyard movement

Reporting to: Mark Crosby, Director of Communications.

Terms: Part-time position 22.5 hours/three days per week, 1 year fixed term contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

Salary: Full-time £ 18,928 per annum (3 days per week would be £ 11,356 per annum)

Location: This job will be based in Cardiff but some travel may be necessary.

Overall Responsibilities:

- To help maintain and update VCUKI websites, including but not exclusively: VCUKI, VLG, and CTF.
- Assisting in the development and preparation of printed and digital resources for the movement, including research; archived resources; and preparation of new resources in formats for publication across a range of digital platforms.
- Writing and proofing copy for digital and printed materials.
- Supporting with the preparation and implementation of communications plans.
- 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, through the sourcing, editing and telling of stories from local churches.
- Monitoring and reporting social media channels and digital platforms.

- Contributing to the copy-writing efforts, to ensure all communications from VCUKI are consistent, on-brand and in keeping with VCUKI's tone of voice.
- Providing key administration and logistics support to the Director of Communications and Communications team, including assisting with database management, diary management, minute keeping, meeting arrangements, maintaining data records, calendars and email lists.
- Producing and distributing data and reports.
- Assisting with the logistics and planning for the communication of VCUKI events.
- Organise and maintain the photo library.

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
QUALIFICATIONS	GCSE in English 4/C or equivalent	Educated to degree level, with a focus on English language and literature or equivalent	Application
SKILLS/ABILITIES	Good command of the English language		Application Interview
	Excellent verbal and written communication skills	Excellent writing and copy editing skills	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 in a similar role	References Interview
	Able to manage self and be self-motivated, to achieve excellent results and meet deadlines.		Application Interview References
	Organise logistics for media pieces, displaying utmost confidentiality.		Application Interview
	Ability to craft a story to a brief, based on information received.	Good eye for detail and stroytelling	Application Interview
WORK EXPERIENCE		Experience of an office environment	Application
	Evidence of administration skills		Application Interview
	Experience of working in a team.	Experience of collaborative teamwork	Application Interview
	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
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, such as written, designed, digital, film and verbal.	Competent using Adobe Creative Suite and Office Software packages	Application Interview
SPECIAL FACTORS RELEVANT TO THE POST (Occupational Requirements)	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 and data, to help inform team decisions.		Application Interview

		Knowledge of the VCUKI movement and communications channels	Interview
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GENERAL INFORMATION

Display Screen User:	Does this role use a DSE? Yes		
DBS Check Required:	No		
Lone worker:	No		
Date created or amended:	23/02/2022		
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	