

DTI Content Creation and Comms Assistant

Job Description

July 2025

Job Title: Dreaming the Impossible Content Creation and Comms Assistant

Purpose: To create content and communications in all formats for Dreaming the Impossible

Reporting to: Dreaming the Impossible Design and Comms Lead

Terms: Part time position on a fixed-term contract. This job description should be viewed in conjunction with a contract of employment (for terms of employment)

Salary: £24,570 per annum pro rata

Location: The normal place of work will be Trent Vineyard, Lenton Lane, Nottingham, NG7 2PX, but remote working could be considered.

Overall Responsibilities

This role will be to create, design and communicate in all formats for Dreaming the Impossible.

Content Creation

- Creating ideas for all forms of content created by Dreaming the Impossible.

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- Planning the creation of content, including organising shoots, writing scripts, storyboarding and working with churches and teams across the DTI network.
 - Creating and capturing content at various events and locations such as DTI Roadtrips, DTI Summer festivals, other VCUKI events, and within local churches.
 - Editing content using industry-standard software and tools.
 - Managing the schedules and strategy of social media accounts and engaging with other online content.

Communications

- Creating strategies for the output of content in all forms, including social media, emails, and the website.
- Planning, creating and scheduling content in all forms, including social media, emails, and the website.
- Updating and maintaining the website.

NB. This role may require attendance at DTI summer festival, DTI roadtrips, Youth Leaders Gathering, and other events as the ministry grows and develops.

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Vineyard Churches UK and Ireland. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

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PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	GCSE Maths & English grade C or above	Educated to Advanced/Degree level or equivalent	Application
SKILLS/ABILITIES	Ability to create content for a variety of audiences	Past experience	Application
	Good verbal and written communication skills	Polite telephone manner	Application Interview
	Ability to communicate effectively with youth leaders, young people and various professionals	Past experience	Application Interview
	Well-organised and able to work to deadlines with attention to detail.	Past experience	Application / Interview References
	Able to manage self and be self motivated, to achieve excellent results and meet deadlines.		Application /Interview References
	Ability to travel across the UK to meet with teams (such as the National Events Team in Nottingham)	Driving license	Application Interview
WORK EXPERIENCE	Experience of planning and implementing ideas	Experience managing social media accounts	Application Interview
	Experience of working in a team	Past experience	Application Interview
	Experience creating content and using industry standard tools and software	Past experience	Application Interview
KNOWLEDGE	The vision, values and ethos of the UK Vineyard Churches and to be able to work within that framework.	A desire to learn new things and be adaptable	Application Interview
	Up-to-date understanding of social media	A working knowledge of updating and maintaining a website	Application Interview
	Understanding of the content young people engage with online		Application Interview
	An understanding of, and commitment to, equal opportunities and the core values of VCUKI.		Application/ Interview/ References