

Croydon Vineyard - Design and Communications Manager

20 hours a week. Some time in the Staff office in South Croydon and some remote working. Pro-rata 5 weeks holiday a year in addition to bank holidays. Pension and other benefits are included. We would like this role to begin September 2025. Competitive salary.

Croydon Vineyard has grown over the last 12 years from a small house church to a church of 500+ with 9 employed staff. We are looking to add a Services Overseer to our team. They will be responsible for coordinating and pastoring our volunteer teams across our services and for overseeing and ensuring our welcome and integration processes.

As a growing church where things are constantly changing, a can-do attitude is essential, as is the ability to cope with last minute changes or additions. For motivated staff members, additional developmental opportunities can be found and we would expect that the right person would really enjoy and be enriched by the role.

Key Responsibilities

- **Social Media Management:** Plan, create, and schedule engaging content across platforms (Facebook, Instagram, Twitter, etc.), fostering community interaction and growth.
- **Website Maintenance:** Keep the website up to date with upcoming events, sermon recordings, and relevant church news.
- **Email & Newsletter Creation:** Design and distribute regular email updates, ensuring clarity and connection with the congregation.
- **Content Strategy:** Develop a cohesive communication plan that aligns with the church's mission and values.
- **Graphic Design & Branding:** Ensure that all digital communications reflect the church's visual identity and messaging.
- **Analytics & Engagement:** Monitor engagement metrics to optimize communication effectiveness.

Ideal Candidate

- A committed Christian who resonates with the vision of Croydon Vineyard Church.
- Experience in social media management, website content updates, and email marketing.
- Strong writing, editing, and graphic design skills.
- Proactive, organized, and able to work independently while collaborating with church leadership.
- Familiarity with digital tools such as Canva, WordPress, Mailchimp, or similar platforms.

How to apply

Both a CV, and a portfolio / cover letter providing some of your previous design work and explaining why you would like the job should be sent to philm@croydonvineyard.org.uk before 5pm 8th August 2025. Interviews will be held 18th / 19th August.

Applicants must hold a valid passport and / or appropriate work visa to be eligible for this position.