

COMMUNICATIONS ASSISTANT

(Maternity Cover)

Job Description & Person Specification

February 2026

Job Title: Communications Assistant (Maternity Cover)

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: Communications Manager

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 £26,228 pro rata (3 days per week would be £ 15,736 per annum)

Location: The normal place of work will be Cardiff

Overall Responsibilities:

Assisting with the development and preparation of printed and digital resources for the movement, including national networks and ministries, in formats for publication across a range of digital platforms. Creating and updating key information, with clear and consistent messages about our work through communications channels. Assisting with VCUKI email communication including copywriting, design and publication of emails, as well as maintaining our mailing lists.

Key Responsibilities

- Helping to maintain and update VCUKI websites
- Assisting with email communications, including copywriting, design, scheduling and publication, as well as maintaining and managing mailing lists.
- Contributing to copywriting across all channels to ensure communications are clear, consistent, on-brand and aligned with VCUKI's tone of voice. This includes writing and proofing copy for both digital and printed materials.
- Helping develop and maintain a regular rhythm of stories that reinforce the vision, values and emphases of the movement. This includes sourcing, editing and telling stories from local churches that encourage, inspire and spur the church on.
- Supporting the design, writing, proofing, creation and print of key projects and accompanying collateral.
- Assisting in the development and preparation of printed and digital resources for the movement, including research, managing archived resources, and preparing new resources for publication across a range of digital platforms.
- Assisting with the post-event rollout of resources and talks, including the creation and publication of short and long-form content such as podcasts and videos.
- Assisting with the logistics, planning and communication of VCUKI events, including:
 - Design and branding for events
 - Digital media, social media assets, thumbnails and printed materials
 - Ensuring consistent messaging and collateral across all event communications
- Supporting the Communications Manager in the preparation and implementation of new initiatives and communications projects.
- Providing administrative, operational and logistical support to the National Coordinator and Communications Manager. This includes database maintenance, diary management, meeting arrangements, maintaining data records, processing expenses, and organising and maintaining the photo library.
- Any other tasks as required by your line manager

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	GCSE in English 4/C or equivalent		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 storytelling	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 a 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

GENERAL INFORMATION

Display Screen User:	Does this role use a DSE? Yes		
DBS Check Required:	No		
Lone worker:	No		
Date created or amended:	04/02/2026		
Signed by Manager/ Director		Date:	
Signed by Employee		Date:	