

Communications & Project Officer

Job Description:

Job Title: **Communications & Project Officer**

Purpose and Objectives

This is a key role in maintaining the District's communications on social media and the website. The role will also take the lead on the District's 'Moving Stories' project, including overview of the District Conference 2018.

Responsible to: Senior Administrative Officer

Relationships: District Chairs /Regional Team Members
District Communications Consultant
Circuit Superintendent Ministers
Circuit Administrators
District Officers and Staff team members

Main Responsibilities

District Communications:

1. Acting as District webmaster, responsible for maintenance and continued development of the District website, liaising with District staff and Officers to ensure that the website meets their needs.
2. Producing the District's weekly e-bulletin, by liaising with District Chairs and staff, Officers and the wider District (e.g. local circuits and churches) to ensure good coverage of District activities.
3. To lead on the production of the District's annual report, working alongside the Senior Admin Officer and Chairs.
4. To work with the Admin team on District publications as required.
5. To assist in the Admin team in general administration tasks if needed, including:
 - Providing a warm welcome to visitors
 - Responding to enquires by phone
 - Other general office duties as agreed with the line - manager

Moving Stories project:

1. To work with Chairs and nominated staff on the Moving Stories project by co-ordinating meetings, following up key actions, tracking budgets, and ensuring the project meets agreed timings.

2. To work with the District Communications Consultant to publicise the Moving Stories project using the District social media and website tools, looking into further possible avenues of publicity.
3. To deliver the District Conference in 2018 for the Moving Stories project, by managing the budget, overseeing the events team in place to manage the weekend programme, co-ordinating attendees.

Person Spec:

Essential

- Experience of developing and maintaining websites;
- Experience of project and/or event management;
- Good working knowledge of social media packages and how to use these to maximise communications;
- Ability to produce copy, writing creatively and fluently for a range of audiences, and ability to accurately and effectively share stories gleaned from others for publication;
- Able to demonstrate an understanding of the diverse context of London Methodism and an ability to work inclusively and positively with a wide range of people;
- Good working knowledge of IT applications, including Microsoft Word, Excel, PowerPoint, Office and Access;
- Ability to work as part of a team and on own initiative;
- Flexibility to work as part of a team;
- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager;
- Other general requirements specific to the post.

Desirable

- Knowledge and experience of the Methodist Church;
- Confident in formal presentations and training situations;
- Understanding of the Not for Profit/ Charity sector and its financial requirements.

Terms and Conditions

Terms of appointment: Fixed Two-Year contract

Health and Safety: The post holder will be subject to the Methodist Church's Health and Safety policy.

Equal Opportunities: The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.

Physical Conditions: Based at London District Office in Methodist Central Hall Westminster, SW1H 9NH and home-based

Remuneration: The salary will be £16/hour

Work Permit: Appointment will be subject to documentary evidence of the right to live and work in the UK.

Hours of work: Normal working pattern for this role is 35 hours per week. On occasion, some evenings and weekends may be asked of employee.

Holiday Entitlement: Holiday entitlement as below (a normal working week is 35 hours):
During the first to fourth years, 25 days
During the fifth to ninth years, 28 days
During the tenth and subsequent years, 30 days
Plus, Bank Holidays and an extra three days at Christmas and New Year

Pension: Eligible employees will be auto enrolled into a Pension Scheme following a successful probationary period

Probationary Period: Appointments for lay employees are made subject to the satisfactory completion of a three-month probationary period.

To apply for this position, please complete an application form and the equality & diversity form, and then send to administration@methodistlondon.org.uk or Sam Redding, Senior Admin Officer, London District, Central Hall Westminster, London SW1H 9NH by noon on Tuesday 26th September. Interviews will take place on Friday 29th September.