

Communications Assistant (Volunteer)

Hours: The postholder is expected to work the hours arranged with the Assistant Pastor. We are looking for a base commitment of 7 hours a week, but we are happy to accept a larger commitment.

Summary

We are looking for someone to join our team as a volunteer to help lead in how we express Faith Life church externally, by maintaining a consistent brand and a strong and engaging online presence through the website, mailing, social media channels and printed media.

Duties

This role will involve:

- Overseeing Management of our social media channels and developing new ideas for content.
- Helping to work on designing and creating brand guidelines and helping to uphold them in all communications.
- Helping to organise campaigns for regular engagement and to promote events or material. This may include, collecting testimonies and stories from team and church members, and gathering relevant material for social media posts or emails.
- Helping to make sure all information displayed externally is UpToDate and relevant.
- Anything else the supervisor deems to be an appropriate part of the role.
- Working closely with the Office Administrator.

This role will be supervised by Scott Rushforth, Assistant Pastor.

Church Life

The post holder will join the staff team and therefore be encouraged to participate in:

- Prayer and team meetings as appropriate
- Supervision meetings with your supervisor.
- Other Faith Life internal and external events.

(If you don't have time to commit to these things it does not influence your suitability for the position. But it would be helpful for us and for the role to participate as much as possible.)

Skills and Experience

The post holder will:

- Have an evident and active personal faith in Jesus Christ.
- Be able to complete a range of tasks as directed, reliably and in an agreed time frame.
- Have an excellent understanding of how to use and manage social media platforms.
- Have a flare for Art & Design and excellence.
- Have great communication skills.
- Manage their own time and commitments well.

Terms & Conditions

- This is a voluntary position.
- A further detailed role description will be provided to the successful applicant.
- Expenses: Faith Life Church Cambridge will aim to cover all reasonable working expenses. This does not include travel to or from home to the office.
- Holidays: As a voluntary position, we ask that the postholder informs the Line Manager in advance when they are unavailable to work, where possible, giving reasonable notice.

Closing date: 14th March with a chat to follow to gain an understanding of suitability for the role.

For more information, and an application form please contact

scott@faithlifechurch.org.uk.