



COMMUNICATION MANAGER

INFORMATION PACK

We are looking for a creative, pro-active, highly motivated and flexible communication manager to develop the way that we communicate with our church members and the wider community.

This pack includes information

- who we are looking for
- about us
- about living in Oxford
- about how to apply
- about this job (terms and conditions, job and person description, our Statement of Christian Ethos)

Might God be calling you to join us?



Thank you for your interest in the Communication Manager role at St Andrew's. We hope you find the enclosed material helpful in telling you a bit more about the church and the job. If we can help in any way, please get in touch with us on hr@standrewsoxford.org.

Who we are looking for

As the mission and ministry of St Andrew's evolves and a renewed vision emerges in which we focus on lives transformed by Jesus in our communities, we are advertising for a Communication manager to help develop, oversee, and maintain effective communication across the church and help us reach out to our communities more effectively and accommodate future growth.

The role of Communication Manager is hugely exciting as we take proactive steps in using the gift of different media available to us to communicate more consistently and more effectively in the church and in our communities.

Therefore, we are looking for someone who can develop the communication strategy and policies of the church, develop a creative and relevant strategy for communicating key messages and ensure that the way we communicate over various forms of media (including printed, web, social media, audio, video) is excellent and relevant.

The team you will join

There are a number of teams of which you will be a part. Firstly, you will be a part of the Operations team. This team is led by the Operations Manager and is made up of a Centre Manager and Caretaker.

Secondly, you will be part of the wider staff team. We pray for one another, we support one another and we help each other to achieve our purpose, and lead our ministries. We meet weekly as a team for worship, encouragement and teaching; and daily for prayer. We want to have fun together, in a mutually supportive environment, as we follow Christ.

In this post you will also be working closely with the vicar and other ministry leaders both paid and volunteers.

Thirdly, you will be part of the team which is the body of Christ in St Andrew's. We are a family that are committed to:

- Worship God wholeheartedly
- Live the Bible as we allow God to change us
- Love one another
- Share Christ with our friends, city and wider world
- Give generously of what we have and who we are.

Purpose of post

To ensure communication in the church and in the parish is carried out professionally, on time and on budget and with excellent creativity and attention to detail. This includes excellence and relevance in branding and in the use of all media, including print, audio, video, website, email and new media. The post holder will have an interest in emerging technologies and communication methods and will take the lead in keeping communication fresh and up to date in content and delivery platforms.

About living in Oxford

Oxford is both ancient and modern, with a thriving international community. Medieval university buildings co-exist with lively arts venues, good sports facilities, bustling shops, and great places to eat. St Andrews Church is north of the city centre and south of the lively suburb of Summertown and Cutteslowe is just north of Summertown.

University students contribute to its vitality and there are countless musical, dramatic, academic and sporting events open to everyone. We have close relationships with several other big, lively churches and share a number of initiatives with them in the city.

There are good road and rail links to the major centres of London and Birmingham (within an hour's journey). The Chiltern hills and the Cotswolds are within easy reach and there is an abundance of green space with many riverside walks to explore. Whilst accommodation in the centre of town can be expensive, there are many more affordable areas around or just beyond the ring-road which are well-served by local buses and cycle networks.



About us

St Andrew's is a lively Anglican church based in North Oxford, embracing the spectrum of the evangelical tradition. Our four congregations welcome around 500 people (children, teenagers and adults) Sunday by Sunday, who are drawn from the locality, the wider city, and beyond. We also have a lively mid-week programme of house groups, prayer meetings, and diverse ministries which serve church members and the wider community.

Our strapline is "Growing God's Family" and we recognise that only comes through a dependence on prayer and staying rooted in Christ.

Our vision is to see lives changed by the love and life of Jesus and we believe we will see that through transforming communities, developing leaders and growing churches.

Person Description

1. You will be committed to growing in your faith and will be able to organise your time to include space for both personal prayer and corporate worship.
2. You will be willing to be a committed member of St Andrew's and play a full part in its life, committed to its vision and aims.
3. You will have excellent communication skills - oral and written - and the ability to communicate effectively with a wide variety of stakeholders.
4. You will have good knowledge of MS Office suite. You will be proficient with graphic design software with a good knowledge of Adobe Creative Suite or similar software. You will have good knowledge of website hosting and content management and familiarity with new media and social media functionality, with an attitude that seeks to explore and investigate these things. You will have a knowledge of video and audio production and editing, including being familiar with digital video cameras.

5. You will have creative flair and be able to use that creativity across a range of media, you will have an inquisitive nature, able to explore the possibilities, and leading the church to communicate better.
6. You will have excellent organisational and administrative skills with excellent spelling, grammatical and proof reading skills.
7. You will have the ability and experience to prioritise and manage an unpredictable workload - and be proactive, able to anticipate requests and drive projects forward.
8. You can demonstrate an ability to successfully manage volunteers and can show self-motivation in working alone, but also able and comfortable in working in a team environment.
9. You will be proactive, resourceful, reliable and have a great sense of humour. You will respect confidences and act with tact and sensitivity.
10. You will be flexible, happy to undertake routine work where necessary, and be reliable in all that you do.

There is a genuine occupational requirement that the appointee to this post should be an evangelical Christian with a firm faith, able to recommend Christ from personal experience of His grace, as stated in the attached Statement of Christian Ethos.

Accountability

The post-holder is responsible to the Operations Manager for her/his day-to-day work. The post-holder will work closely with the Vicar on aspects of the communication management.

Duties and responsibilities

1. Communications Management

- Overall responsibility for all written publications produced by St Andrew's (including weekly notice sheets, fliers for ministry areas, welcome materials etc) ensuring a consistently high standard, produced to time and budget.
- Overall responsibility for managing hosting, style and content management of St Andrew's website.
- Responsibility for championing, managing content and training users, ministry leaders and staff on ChurchSuite as a church management system.
- Monitor and maintain St Andrew's presence on social media including Facebook and Twitter
- Responsible for ensuring all noticeboards and public areas with publicity material, printed and digital, are visually pleasing up to date, and relevant to events and vision of the church.
- Responsible for producing and editing of all video material
- Responsible for regular mass mailings

In addition the post holder will be expected to:

- Ensure that the home style is developed and maintained through all written and electronic publications
- Develop and communicate policies to help manage and maintain consistent and clear communications
- Work with the vicar to define key messages and develop a communications strategy for the Church with respect to Church family communications and communication to the parish and beyond.

2. Participate in or lead project teams for new activities to enhance communication delivery or content.
3. Maintain and improve church membership records and data, and manage and maintain the church Electoral Roll
4. Be a member of the staff team and take part in staff meetings
5. Participate in the in-house training provided by the church and to pursue any other appropriate personal and professional development.
6. Undertake such other tasks as may be delegated by her/his line manager

Terms

This post will be a permanent contract the first 6 months of which forms a probationary period, after which 3 months' notice is required on either side.

The employer is the Parochial Church Council of St Andrew's Church, Oxford.

The post is Part time (20 -30 hours a week).

Salary package from £22,000 - £25,000 pro rata (dependent on experience). The church also pays 10% of salary into a pension.

Holidays - twenty five days plus eight statutory bank and public holidays (pro rata)

Start date:

About how to apply

The application form can be downloaded from our website www.standrewsoxford.org or obtained by emailing hr@standrewsoxford.org.



St Andrew's Church

Statement of Christian Ethos

We have sought to encapsulate the ethos of St Andrew's Church in our strapline, 'Growing God's Family'.

All that we do is based on our corporate belief in the good news of God's saving love in the life, death and resurrection of Jesus Christ and in His call to share the good news in our own city and throughout the world. We want to 'grow' Christians by helping those who do not yet know Jesus to come to know Him and by helping those who already know Him to grow in maturity in their faith.

We take as the model for our corporate life Jesus, the Word of God, 'who became flesh and lived for a while among us (John 1: 14). We believe in God's call to embody his Word for our own generation: by our lifestyle as a church and as individuals, by the clarity of our communication of the Word of God, and by the indissoluble continuity between our beliefs, our lifestyle and our words.

The way in which we do our work as a church is the demonstration and authentication of the ethos by which we live. As an organisation, we accordingly rely on God, as we turn to Him in prayer, to empower us by His Holy Spirit to carry out His work in the world in a way which is characterised by the values laid out in His word:

- **Faith:** We uphold the Bible as the inspired word of God, which not only gives us the assurance of God's love and forgiveness through Christ but also gives us a definitive guide for a lifestyle which is pleasing to Him. This includes a *value for all people of all races, ages, and conditions*, whom we believe are made by God in His image; a *concern for the well-being of all people*, whom we believe God wants to be whole human beings and to flourish; *concern for the well-being of the family*, as a God-given social unit, including an equal value for and celebration of celibacy and faithful heterosexual marriage as the only God-given lifestyles; *integrity* in all areas of life, from business practices to personal relationships; *transparency* about our beliefs and practices; and *accountability* to God for the use of the resources which He gives us. It is crucially important to us that all those who represent our ethos to the outside world share our faith and uphold the imperative to live by it.
- **Hope:** In the hopelessness of a world where wars, disasters, illness, poverty, the dissolution of relationships and the breakdown of society are commonplace, we believe that the love of God brings hope and renewal and that He uses the prayers of His people for good in the world. It is crucially important to us that all those who represent our ethos to the outside world are themselves inspired by this hope and can communicate it from a basis of personal experience.
- **Love:** we believe in the imperative to love one another. This will shape our corporate and individual relationships, both within the church and within the wider community. It will be worked out within our church family by encouraging and serving one another, forgiving and forbearing with one another, and putting each others' needs before our own as we help each other to grow as Christians. It will be worked out as we seek to serve the world in mission, in various areas of social service, and in working for the promotion of God's values, including justice, truth and value for individuals within society. It is crucially important to us that those who represent our ethos to the outside world will engage, in all prayer and humility, in what is undoubtedly a sacrificial and difficult calling: to love as Jesus loved, through the power of His Holy Spirit.