



ST ANDREW'S, CHESTERTON

A thriving, open and welcoming church community for all ages

www.standrews-chesterton.org.uk

Role title

Communications officer

Position reports to:	Nick Moir
Status:	Part-time
Hours:	6 hours per week
Pay:	£2,808 p.a.

Position overview

This appointment has a special brief for communications but the role is also to be a support and deputy for the parish administrator with a full knowledge of the church's administration, calendar and protocols.

Principal responsibilities

- Producing the church's weekly pewsheet (liaising with the vicar and parish administrator)
- Producing and displaying posters for church events and special services
- Liaising with the vicar in the production of the termly calendar
- Acting as editor of the church's website, keeping it fresh and up-to-date
- Being responsible for church noticeboards
- Liaising with the local press
- Assisting and deputising for the parish administrator
- Working with and for the communications committee in improving our communications
- As part of the office team, answering telephone calls, fielding enquiries and welcoming visitors
- On occasion deputising for the hall manager

Person Profile: skills & experience required

- Experience and ability in working as part of a team.
- Good verbal and written communication skills.
- Confident in the use of IT.
- Sympathy with the ethos of St Andrew's and its desire to be a *thriving, open and welcoming church community for all ages*.
- Administrative and organisational ability.
- Good personal skills (e.g. in welcoming people and answering the phone)
- Experience of working in a church environment and involvement in its mission and ministry.