

Church Office, Church Rooms, The Avenue, Combe Down, Bath, BA2 5EE

## Job Description – Communications Officer

<b>Job title:</b>	<b>Communications Officer</b>
<b>Hours</b>	12½ per week (equivalent of 2½ hours per day in a five day week)
<i>Working pattern to be agreed</i>	

<b>Job purpose</b>
To manage and develop all aspects of communications and media for Holy Trinity Church Combe Down and St Andrew's Community Church on behalf of Combe Down PCC.

<b>Source and nature of management provided</b>
Operations Manager

<b>Main duties</b>	<b>Responsibilities</b>
Website	Creating and updating content, graphics and images Management of the website structure including subscriptions and domains
Podcasts	Editing and uploading of podcasts and small group resources
Presentations	Creating and editing presentations for Sunday Services and for events i.e. PowerPoint, video and audio
Design and production of printed materials	Generating written content, designing and creating graphic content, organising cost effective printing and distribution of: Flyers, posters, Notice sheets, in house magazine, brochures e.g. welcome booklet, community guide, Giving news, annual report
Social Media	Creating and maintaining a presence on social media Creating and maintaining a blog
Planning	Developing and implementing a communications strategy Creating and maintaining a media library
<i>Colleagues and volunteers will be alongside you in the role –Colleagues will have the responsibility of providing you with content and volunteers are available to assist in tasks such as distribution.</i>	
<i>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</i>	