

- Job Title:** Communications Team Leader and Website Manager
- Reporting to:** Operations Manager
- Hours Per Week:** Full Time, Permanent (37.5 hours per week)
Immediate start available
- Location:** Edgehill House, 9 Lennoxvale, Belfast, BT9 5BY
- Pension:** Enrollment in Group Pension Plan
- Salary:** Full time salary £26,511
- Holidays:** 20 days (pro-rata) plus 3 additional days between Christmas and New Year
- Public Holidays:** 12 Statutory Holidays
- Applications** Returned no later than Friday 22 October 2021 at 12 noon.
- Date of Interview:** Week beginning 25 October 2021
At interview you will be expected to evidence a portfolio of your work applicable to this role.

The Methodist Church in Ireland is a community of people drawn together by God's love who seek to live wholeheartedly as followers of Jesus for the transformation of the world.

We are seeking a strategic, skilled and motivated individual who has significant hands-on experience in the area of digital communication.

Will you join us to tell stories of God at work in the Methodist Church in Ireland?

Candidates are required to provide evidence of a personal faith in Christ, normally demonstrated by an active membership of a Christian congregation.

Candidates will be required to be a committed Christian, confirming agreement with the Statement of Faith of the Methodist Church in Ireland

Main Purpose of Role:

To liaise with the General Secretary, Connexional Team, President, Press Officer and other Departments of the Church and review and deliver a Communications strategy to match the direction and objectives of the Church

To work with the Press Officer, and other Departments to ensure the writing and preparation of statements, news releases and materials for media and social media outlets as required.

To liaise with the other Team members to ensure effective Communications through a coordinated approach in terms of workload, style, timing, content and material

To ensure the Church's website is an effective resource as a point of reference for those seeking help from, or information about the Church and a positive witness to its mission.

Main Duties

To be responsible for the regular updating of the Methodist Church in Ireland website by proactively sourcing, receiving, preparing and uploading relevant material to the website, creating appropriate links from the Methodist website to others, and developing new material to be placed on the website in keeping with the Church's ethos.

To recommend improvements to the Website and digital activity.

To build on current communications platform.

To develop and implement the Church's communications strategy and work within brand guidelines to ensure a high quality and consistent online presence for the Methodist Church in Ireland.

To ensure consistency across the Church's use of branding is continued and correct branding is applied across the Connexion.

To liaise with the various departments across the Methodist Church in Ireland to ensure a coordinated digital approach to the promotion of its mission.

To proactively seek relevant material from across the Methodist Church in Ireland and to work with the General Secretary, District Superintendents and Officers of the Church to maintain the accuracy of the website.

To liaise with other denominations and relevant organisations in the promotion of the Church's communication policy.

To manage and monitor the Methodist Church in Ireland social media platforms including YouTube, Facebook, Twitter and Instagram, to connect Methodists and engage people with the Church's message.

To create written, graphic and video content.

To schedule social media posts when out of office.

Review analytics and provide analysis and insight for increasing engagement and impact.

To keep up to date with developments in social media and web development as required.

To ensure the consistency across the Church's use of branding is continued and correct branding is used across the Connexion.

To work on publicity of events and projects taking place within the life of the Church and to attend events when necessary.

To ensure Conference and other major Connexional events are appropriately promoted on website and social media platforms.

To liaise with external companies/soul traders when necessary i.e. Printers, Videographers, Website and Graphic Designers.

To co-ordinate the creation and delivery of existing email campaigns.

To comply with all policies and procedures of the Methodist Church in Ireland.

To comply with Data Protection legislation as required

Leading the Communications Team

Co-Ordinate and lead the Communication Team meetings including setting Agendas and priorities with team members on church communications

Identifying areas for improvement across all Communications of the church and agreeing the Team response

Leading the Church Departments in their approach to Communications

Other duties

To ensure media training is organised for Connexional Officers as required

To ensure Circuits', Societies and Departments are advised on best practice relating to Media

To prompt Connexional Officers regarding Communications opportunities

To recommend communication policy matters to the General Secretary.

To ensure appropriate training is provided for Communications Team

To report regularly to the Operations Manager on the activities of the Communications Team

Communications Team Leader and Website Development Manager

Person specification

	Essential	Desirable
Qualifications	<p>Educated to degree level or equivalent</p> <p>Valid Driving license and access to a vehicle for work purposes or demonstrate mobility in terms of meeting the job requirements</p>	<p>Qualification in Communications, digital marketing or related field</p>
Experience	<p>Minimum of 1 years' experience in digital media content development, communications or marketing</p> <p>Experience of using a website Content Management System.</p> <p>Experience of developing and implementing communication strategies.</p> <p>Understanding and knowledge of Brand Identity and Brand Credentials, ensuring consistency across all forms of central Communications and creativity in its implementation.</p> <p>Experience in creating graphics and designing promotional material</p> <p>Experience and complete understanding of social media (Facebook, Twitter, Instagram etc)</p> <p>Experience of using social media management tools.</p> <p>Experience in the use of Microsoft Office Suite</p>	<p>Experience in managing Square Space websites.</p> <p>Experience in managing communications on behalf of a church</p> <p>Experience of working with volunteers.</p> <p>Experience of social media in voluntary sector/faith sector</p>
Skills	<p>Creative.</p> <p>Ability to think strategically.</p> <p>Ability to communicate faith</p>	<p>Strong skills in the use of the Adobe Creative Cloud Suite, in particular Photoshop, Illustrator, InDesign/Canva</p>

	<p>Skills in using analytical data to increase online impact.</p> <p>Excellent computer skills with the ability to learn new software.</p> <p>Excellent oral and written communication skills.</p> <p>Excellent interpersonal skills.</p> <p>The ability to write concisely and clearly.</p> <p>Strong copywriting and copy editing skills.</p> <p>Excellent proof reading skills.</p> <p>Ability to prioritise demanding workloads and work under pressure to meet strict deadlines ensuring excellent attention to detail.</p> <p>Ability to work independently and as part of a Team.</p> <p>Excellent Team Leadership skills with the ability to work and co-ordinate a team and build relationships.</p> <p>Excellent organisational skills</p> <p>Excellent attention to detail</p> <p>Task completer</p>	
<p>Personal / character</p>	<p>Passion for God and a desire to share that passion.</p> <p>Demonstration of faith in Jesus, including willingness and ability to communicate your own story of your faith journey</p> <p>Commitment to the statement of faith of the Methodist Church in Ireland</p>	

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria. The Methodist Church in Ireland reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria

It is a requirement that the successful candidate agrees to the following

The Methodist Church in Ireland Statement of Faith

I Believe...

The Methodist Church as part of the worldwide church shares those core beliefs passed down from the time of the Apostles. Those beliefs are founded on the Bible and are summed up in the creeds, which are regularly used in Christian services of all denominations. The word "creed" comes from the Latin "credo" meaning "I believe." The two better-known creeds are the 4th century Nicene Creed and this,

the simpler Apostles' Creed:

I believe in God, the Father almighty, Creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead.

On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

I believe in the Holy Spirit,

the holy catholic Church,

the communion of saints,

the forgiveness of sins,

the resurrection of the body,

and the life everlasting.