

Christ Church London



Communications Coordinator, Christ Church London





Appointment of Communications Coordinator

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Christ Church London (CCL) are recruiting for a skilled Communications Coordinator with a particular passion for writing to join their team. The Coordinator will have experience working or studying in communications (or a similar field) and be responsible for supporting the team to deliver first class communications to the church and beyond.

Responsibilities

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This position forms part of the Communications Team reporting into the Head of Communications.

The role responsibilities include and are not limited to:

- Creating content for all CCL communication: writing copy for all platforms including digital, print, social media and Sunday notices
- Coordinating the CCL communications process, working to short- and long-term deadlines, and maintaining flexibility for changes and adjustments
- Liaising with the Communications Team, ministry leaders and the Senior Leadership Team to ensure all external communications are joined up across our integrated strategy
- Working with the Senior Leadership Team on key messaging and ensuring that all communications are in the 'CCL voice'
- Supporting the Communications Team to ensure the CCL website content is maintained, up-to-date and relevant
- Working with the Head of Comms to maximise the potential of social media as a communications channel
- Taking initiative with fresh approaches to reaching our audience, with a particular emphasis on innovative, creative solutions
- Creating and producing relevant video content
- Creating design assets for STEPS and Everything across their websites, email campaigns, and social media channels
- Editing the weekly CCL podcast
- Creating assets for our digital channels that are consistent with the CCL brand, vision and tone of voice
- Additional projects as and when required, including writing briefs and working with external creatives to produce content

Essential skills and characteristics

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- Excellent written and verbal communication
- Strong interpersonal skills
- Highly organised and efficient, with a keen eye for detail
- Strong knowledge of social media
- Ability to work across multiple projects at once, and able to prioritise and time manage appropriately

Desirable skills and characteristics

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- Experience using Wordpress, Mailchimp and Squarespace
- Understanding of film and video production and editing, with a willingness to grow in this area
- Knowledge of Adobe Creative Cloud

Beliefs

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- CCL is a Christian church that believes in the historic life, death, burial and resurrection of Jesus, and the empowering work of the Holy Spirit in our lives today. We believe in the authority of the Christian Scriptures and hold to the essential orthodox Christian beliefs as expressed in the Nicene Creed.

Genuine Occupational Requirement

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- There is a genuine occupational requirement for the successful applicant to be a committed Christian. It will be necessary to work on some evenings and weekends, and it is expected that the post holder will have a vibrant and active Christian faith which is essential for the credibility and performance of this role.

More information

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- Competitive salary with excellent benefits
- 35 hours per week, Mon-Fri, 9am-5pm
- 25 days annual leave per annum, 3 of which are taken between Christmas and New Year, when the CCL offices are closed for business
- Office location: 1-3 Coborn Street, E3 2AB and flexible working

How to apply

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Please send a CV, including pastoral and professional reference details, and a covering letter to Sarah Cobbold (recruitment@christchurchlondon.org).

Successful applicants will be invited to an initial interview and then further selection testing will follow.

We are hoping for the successful candidate to start as soon as possible. Please get in touch with Sarah if you require further information. Thank you for considering joining the work of CCL.

For further information, please see our website: christchurchlondon.org