





## FULL-TIME COMMUNICATIONS CO-ORDINATOR MATERNITY COVER (6 MONTHS)

-  Greyfriars Kirk, EH1 2QQ
-  £20,000 per annum (pro rata)
-  35 hours per week (5 days)
-  Start date: 11 March 2020

### **1. Background**

Greyfriars Kirk's (GK) roots go back to 1620 and the site was a place of worship well before then. Today GK is a member of The Church of Scotland and it has a committed worshipping congregation. As one of Edinburgh's historic and iconic landmarks, the Kirk is used extensively for a variety of events such as concerts, exhibitions, conferences, music recordings, wedding receptions and social functions.

In addition, the Kirk welcomes about 55,000 visitors per year between April-October. Income is generated from a combination of congregational donations and commercial operations. GK also founded the Grassmarket Community Project (GCP) and the Greyfriars Charteris Centre (GCC) which both have independent management teams.

### **2. Role and Purpose**

The Communications Co-Ordinator (CC) role is vital for the efficient management of communications for the Kirk and its many stakeholders. Customer-facing, CC will be the first point of contact for visitors, email enquiries, phone calls and appointments. He/she will be responsible for maintaining the Kirk Outlook calendar and co-ordination with ministers, staff, congregation and volunteers. He/she will be responsible for maintaining office facilities, editing and producing the quarterly Kirk magazine. He/she will be responsible for preparing and co-ordinating Kirk meetings and circulating associated paperwork. As Executive Assistant to the Parish Minister, he/she will be responsible for co-ordination of diary, meetings, travel plans and staffing routine correspondence. He or she will make use of technology via apps and programmes (Microsoft Office package) to communicate with appropriate groups. CC will lead but work with the Deputy Operations Manager (DOM) to ensure appropriate marketing material is kept up to date on the website and social media for all Kirk events. He/she will also be responsible for the LAN, IT security, database management, office equipment, filing, photocopier contract and

general admin tasks. Overall, this is a wide-ranging customer-facing role that requires a professional, flexible and proactive approach.

The Communications Co-Ordinator will report to the Operations Manager (OM) and the Parish Minister for Executive Assistant duties associated with ministry-related tasks.

### **3. Expected outcomes for the role by which performance can be measured**

- Effective and timely communications management of Kirk business with all Kirk stakeholders.
- Efficient management of the Parish Minister's diary.

### **4. Key Tasks and Responsibilities**

#### **Communications, Administration and Co-ordination**

- Provide 'front-of-house' response to telephone, email and in-person enquires,
- Provide admin support to the ministerial team, Session Clerk and OM,
- Manage and synchronise the Kirk Outlook calendar with the Kirk website events list, alongside the DOM,
- Proactively maintain the GK website with topical Kirk-related information/images,
- Liaise with DOM to produce web/social media publicity and information from Outreach events and related activities associated with the wider Greyfriars organisation.
- Maintain an accurate GDPR-checked email list (via Microsoft Outlook) and database (via Planning Center) of congregation, staff, volunteers and other stakeholders' personal details,
- Edit and produce GK publications such as the quarterly parish magazine,
- Maintain accurate group email lists for GK committees, congregation and Outreach contacts,
- Co-ordinate meetings' documentation (agendas, minutes etc.) for all GK meetings,
- Manage weddings/special services bookings and co-ordinate with stakeholders,
- Manage IT requirements, updates and installations for the LAN, social media (including Hootsuite), and website,
- Design and produce posters, flyers and other print and electronic media in support of Kirk activities
- Providing technical support for the iZettle commerce system at the Kirk,
- Co-ordinate and with Presbytery/Church of Scotland for GK annual returns,
- Maintain annual leave register for GK staff,
- Liaise with the Secretary of the Greyfriars Foundation and Chibbett Trusts,
- Develop and maintain efficient office processes including electronic filing,
- Maintain office equipment contracts and manage stationery supplies.

## EA to the Parish Minister

- Co-ordinate the minister's diary events with GK and other commitments,
- Prepare paperwork/formers for ministerial meetings,
- Organise Parish Minister's itinerary and administrative arrangements.

## Other

- The above is not exhaustive and may include other reasonable requests in support of GK business.

## 5. Terms and Conditions

<b>Contract</b>	Fixed Term (6 months) Maternity Cover
<b>Location</b>	Greyfriars Kirk, Greyfriars Place, Edinburgh
<b>Reports to</b>	Operations Manager
<b>Salary</b>	£20,000 pa (pro rata)
<b>Annual Leave</b>	26 days pa (pro rata)
<b>Pension</b>	3% employer contribution; 1% min employee contribution.
<b>Hours</b>	35 hrs/week: Mon-Thur 0845-1615 (inc 30 mins lunch); Fri 0845--1345.

## 6. Person Specification and Critical Competencies

<b>Critical Competencies</b>	
Excellent oral and inter-personal skills, Excellent command of the English language, Strong skills in developing links with members of the congregation, customers and stakeholders.	Essential Essential Desirable
<b>Technical knowledge/education</b>	
University degree or degree equivalent, Proven expertise with Microsoft applications: Word, Excel, Publisher, Outlook, Experience website and social media inputting for an organisational entity. Basic graphic design (creating posters/flyers) ability	Desirable Essential Essential Essential
<b>Experience required for the role</b>	
Office/business administration. Editing, publishing web and hard copy documents, servicing meetings, Working for a charity, social enterprise, non-profit organisation.	Essential Essential Desirable
<b>Aptitude and attitude</b>	

Proven ability to work on own initiative to agreed plans and targets, A good organiser, Pro-active and flexible.	Essential  Essential Essential
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## APPLICATION PROCESS

Applications should take the form of:

- A covering letter, explaining how your skills and experience match the job description and competencies required for the role
- A C.V., no longer than two pages, with two referees

References will not be taken up prior to interview.

Applications can be sent:

- Via email to **communications@greyfriarskirk.com**
- By post to Steve Lister, Operations Manager, Greyfriars Kirk, Greyfriars Place, EH1 2QQ

**THE CLOSING DATE FOR APPLICATIONS IS SATURDAY 15 FEBRUARY 2020.**