



STIRLING BAPTIST
CHURCH
COMMUNICATIONS &
SOCIAL MEDIA
CO-ORDINATOR
VACANCY PACK
January 2022



ABOUT STIRLING BAPTIST CHURCH

We are a vibrant Baptist Church in the heart of Stirling. Our church family is made up of a diverse and distinctive group of people drawn from various backgrounds.

At Stirling Baptist Church, we want to create a relaxed, friendly and informal atmosphere where people can grow in their relationship with God and be supported by living out their Christian lives.

Our vision is to be a Spirit-filled & empowered witnessing community, based on Acts 1:8. We desire to see everyone serving locally in Stirling, witnessing regionally in the areas that they live and work and engaging globally. We have a variety of programmes and ministries running throughout the week that enable us to see this vision fulfilled.

More information can be found on our website: www.stirlingbaptist.org

JOB ADVERT

Permanent – Communications & Social Media Co-ordinator

Hours - Part Time – Up to 20 hours per week

Salary – Negotiable

Description

We are looking for a Communications & Social Media Co-ordinator to co-ordinate our communications and publicity.

The successful candidate will:

- Be highly computer literate and able to learn new programs quickly.
- Possess excellent communication (written and verbal), interpersonal and influencing skills.
- Be able to demonstrate good design skills and creative ability
- Have strong emotional intelligence with the ability to factor the 'people' aspect into projects and problems.
- Be self-motivated and flexible.
- Able to prioritise workload and manage time effectively.
- Work well in a team ministry context.

Closing date for Applications and CVs to be received by **Friday 28th January 2022**.

Interviews will be held in the week beginning **31st January 2022**

Send your Application/CV and covering letter to the church office:-

Stirling Baptist Church
67 Murray Place, Stirling, FK8 1AU
admin@stirlingbaptist.co.uk
Tel: 01786 450 581

JOB DESCRIPTION

Stirling Baptist Church is a growing evangelical church based right in the heart of Stirling city centre with a wide range of ministries reflecting its commitment to be a "Spirit-filled and empowered witnessing community."

Position – Communications & Social Media Co-ordinator

Purpose of the post

To coordinate regular communications marketing and social media and provide administrative support to the Office Team Lead.

Accountability

The Communications & Social Media Co-coordinator will be accountable to the Office Team Lead.

Tasks through the year will include:

Communication, Publicity and Social Media

- To develop, manage and keep website up to date.
- To assist staff and SBC members in creation of any event brochures, posters, fliers and other general communications content and materials.
- To contribute to the writing of reports
- To assist in printing of handouts, posters etc.
- Provide regular updates and maintain the various social media platforms.
- To support the volunteer base of SBC in the development and use of social media and communications.
- To provide technical support for the creation of videos and live streaming services and events.

General Office Support

- To provide administrative support to Office Team Lead e.g. Filing, Minutes, Diary planning
- Arranging meetings with volunteers and staff to ensure regular schedule of catching up especially with key roles such as Chief Stewards, Lead Pastors and Volunteer Leads.
- Help in producing agendas, documents, policies and reports, with particular emphasis on those matters associated with SBC's external communications.
- Any other day-to-day tasks required and in line with the role

Person Specification:

Qualifications & Skills

- Highly computer literate and able to learn new programs quickly.
- Excellent communication (written and verbal), interpersonal and influencing skills.
- Experience with Adobe Creative Suite is essential.
- Experience with all Microsoft Office.
- Working knowledge of a web builder platform e.g. Weebly
- Proven design skills and creative ability
- Discretion and confidentiality
- Experience of working in a busy office environment and multi-tasking is desirable.
- Experience in ChurchSuite is desirable
- Experience in project planning and management is desirable

Competences

- Able to demonstrate strong emotional intelligence with the ability to factor the 'people' aspect into projects and problems.
- Strong communication skills to work with staff team and church members to provide content for website, social media and publications.
- Self-motivated and flexible.
- Able to prioritise workload and manage time effectively.
- Have an active Christian faith and be committed to the growth of our Church family.