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| **Queen’s Park Baptist Church** **Job Description and Person Specification**  |
| **Job Title:** | Office and Media Coordinator |
| **Responsible to:** | Operations Manager |
| **Main purpose:** | We’re looking for a proactive, organised and experienced media and digital communications individual to join our team. The ideal candidate will be an excellent communicator, social media savvy and have strong administrative skills. You will play a key role in building online presence while ensuring smooth day to day office duties. |
| **Location** | The Point180 Queen’s Drive, Glasgow G42 8QD  |
| **Contracted hours:** | Full time – 35 hours per week  |
| **Salary:** | £23,000 to 25,000 depending on experience |
| **Contract type:** | Permanent  |
| **The setting:**Queen’s Park Baptist Church is a vibrant church campus based on Glasgow’s south side. The campus comprises 2 buildings – Camphill as the main Church building and The Point as an outreach centre. Both buildings are located local to Queens Park.Our congregation reflects the changing multicultural face of Glasgow and provides a number of services to both our members and our wider local community.The Office and Media Coordinator will play a key role in building online presence while ensuring smooth day to day office duties.  |
| **Apply:**  | Via email to operations@qpbc.org with cover letter and CV attached  |
| **Deadline:**  | 18th July 2025 |
| **Proposed Start date:**  | 8th September 2025 |
| **Tasks and responsibilities:**1. **Church Administration – 20 hours/week**
* Reception cover and keyholding
* Answering telephone calls
* Process membership applications
* Church Meetings
* Baptism / Dedication
* Creating bookings and events on ChurchSuite
* Processing external (commercial) and internal bookings
* Printing and mail merge
* Check calendar and put heating on in rooms prior to meetings
* Assist with regular catering and office supplies ordering
* Event planning assistant
* Attend staff team meeting
1. **Digital Administration and Communication – 15 hours/week**
* Maintaining ChurchSuite user interface
* Integration of Zoom meetings
* Address book & GDPR maintenance
* Website integration

**Communication*** Mailchimp
* Weekly news design, production, and emailing
* Mailing list maintenance – updating user database from Churchsuite
* Dealing with add/remove requests for the mailing list
* One-off mailings
* Survey creation and management (eg. SLT Leadership Election)

**Technical Support** * Liaising with our IT support provider

**Social Media** * Design & creation of media for posts
* Managing YouTube videos
* Pushing out regular posts on Facebook, Instagram, Twitter & YouTube
* Monitoring posts
* Promoting The Point to the community

**Website*** Website maintenance
* Creation of weekly update blog
* Special event pages
* Regular design changes/updates to keep the website fresh

**Publishing and design** * Publicity for special events
* Design & creation of publicity materials

**Person Specification:** |
| **Essential** | **Desirable** |
| * A Christian baptised as a believer in sympathy with the vision and values of Queen’s Park Baptist Church.
* Be passionate for the Vision to Call our City to Life in line with the three core themes of Encountering, Encouraging and Engaging.
* A clear call to Christian service.
* A commitment to working in and through the local church as the community of Christ’s mission.
 | * Understanding of Baptist church principles.
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| * Excellent standard of English to Higher grade or above
* Maths to standard grade or above
 | * Proven track record in Admin Support Role
* Knowledge of GDPR
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| * Respectful of confidentiality
 | * Experience of working with vulnerable people
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| * Must be able to multitask and prioritise in a busy office environment.
* Excellent time management, organisational and planning ability.
* Hardworking, self-motivated and an ability to take initiative and make things happen.
* Team player
 | * Experience of working within a team setting
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| * Competent IT skills including word processing, spreadsheets, databases, and presentations.
* Creative storyteller able to create compelling digital content that grabs attention and engages different audiences
* Excellent knowledge of social media platforms
* Marketing mindset
* Basic graphic design
 | * Familiarity with ChurchSuite.
* Experience with WordPress
* Experience with photo editing software
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