

Design & Communications Co-ordinator

St John's Hampton Wick's vision is to Love Jesus, Build Community and Transform Lives. We are a vibrant Anglican church within the Diocese of London, planted jointly by Holy Trinity Brompton and St Stephen's Twickenham in 2010.

We are looking for someone to join the staff team to ensure smooth running of the church activities with a particular responsibility for communication, marketing and design. This role will report to the Operations Manager, Penny Miller.

Specifically the job involves:

Design

- Handling all design needs from brief to execution and maintaining branding across all areas including all flyers, term cards, posters and other forms of communication
- Creating all Visuals used on a Sunday

Strategy, Communications, Branding

- Building and maintaining a communications strategy and schedule for the church, to ensure good flow of information to the congregation and beyond
- Regular maintenance and up-dating of Church Website including weekly posting of talks
- Ensuring all noticeboards and leaflet racks are well presented with relevant material
- Maintaining regular Social Media presence and creating suitable posts
- Creating weekly communication email to church congregation
- Creating new ways to communicate incorporating all forms of media including film

The successful candidate will have:

- proven experience in design
- marketing/communications background
- a firm commitment to following Christ
- excellent communication, interpersonal and relational skills
- a high level of attention to detail
- good personal administration, motivation, time-management, and the ability to prioritise
- ability to work well with different people
- a willingness to engage in the vision, prayer and pastoral life of the church and contribute to church-wide events.

Further details:

This position is 3 full days 9.30am to 5.30pm (7.5 hours per day with a half hour unpaid lunch break). 15 days holiday entitlement per year, salary dependant on experience.

Application Deadline: 9th November 2018 (email info@stjohnshamptonwick.org)

St John's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

