



JOB DESCRIPTION

Marketing, Media and Communications

Responsibilities

You will work closely with the Rector and the Parish leadership team, and will be responsible for all the marketing, media and communication needs of the Parish including:

Weekly digital newsletter

Collate and curate community news, a weekly Mailchimp newsletter containing material from the Rector and other community members which needs to be put into consistent professional format and linked with the website.

Website and social media.

The parish has a WordPress based website (www.southheadanglican.org). The latter needs to be kept fresh with news and events and updated as circumstances change. The parish also has Instagram and Facebook pages.

Campaigns

The parish runs a number of events. A calendar of events is required to plan communications for each. For individual events marketing material is required including flyers, posters, banners etc. Coordinating quotes, obtaining approval and collection of printed materials. Establishing and maintaining relationships with suppliers.

Other activities

Marketing of property assets - halls, columbarium as well as weddings and funerals including preparation of brochures

Skills, Experience and Personal Attributes

You will have considerable experience in the development, management and implementation of marketing and communication plans and engagement across a range of different platforms including social media.

Skills and Personal Attributes:

- outstanding organizational and time management skills and a customer service focus
- excellent written and verbal communication skills and an exceptional eye for detail
- energy and enthusiasm
- initiative and a proactive attitude
- the ability to work independently and efficiently
- alignment with Christian values of the church



- proficiency in graphic design, and experience in the use of Photoshop, Word Press and the Adobe creative suite programs
- Canva etc

Specific Skills

- Graphic Design
- Adobe Creative Suite
- Mailchimp
- WordPress (Basic)
- Digital platforms YouTube, Instagram, Facebook

The role is envisaged to be 8 hours per week. Role could be remote, ideally close enough to travel to the Parish (situated in Vaucluse) and meet the team face to face.

For more information or to apply contact office@southheadanglican.org