

Job Description: Communications Officer



Job Title	Communications Officer
Reporting To	Associate Pastor - Dan Green
Hours of Work	3.5 - 7 hours a week

	Specifics	Measures
1	To develop and implement a strategy for communications across a variety of communication channels to ensure that the key messages are heard clearly by the right audience.	<p>Quality adverts and communications via:</p> <ul style="list-style-type: none"> - Website - Printed materials - Social media - Email - Stage presentation - Screens on Sundays <p>To work closely alongside the staff team in gathering information that needs communicating, and then coordinating those communications using the appropriate media and volunteers / consultants where appropriate.</p> <p>All date sensitive communications developed and deployed at the appropriate time.</p> <p>A good understanding and application of the communications strategy by all staff and key volunteers.</p>
2	To oversee and support volunteer and staff members in the implementation of the communications strategy.	<p>Full responsibility for the actions and decisions of the following volunteers and consultants in relation to their communication roles:</p> <ul style="list-style-type: none"> Graphic designer Printer Videographer and photographer Web designer and administrator Screen administrator (Sunday services) Stage presenter (Sunday services)

Personal qualities required for role

- Pragmatic and capable of accountable self-direction.
- Able to demonstrate ability to deliver a number of significant projects to timetable.
- Openness to new ideas and ways of thinking and excellent communication skills to assist others to develop their own thinking.
- A team player able to encourage and promote the ideas of others as well as own and who is helpfully enthusiastic and capable of creating energy and momentum.
- Manner and judgement which inspires confidence.
- Ability to set and manage changing priorities, i.e adaptable.
- Competent communication skills.
- Competent in working with a financial budget.
- Can-do attitude, but with the confidence to ask questions of others judgment.

Qualifications & Key Skill Set requirements

- Proven interpersonal skills.
- Proven skills in managing a team of volunteers to achieve a common goal.
- Appreciation of and/or possession of artistic/creative skills, in order to foster a creative and imaginative ethos within Severn Vineyard.