



The churches of St Matthew and St Paul are special places in Fulflood and Weeke, places to wonder, to explore and to belong. We are places to experience God – in music, worship, community, prayer and fun. We are places where curiosity is encouraged – somewhere to encounter Jesus (maybe for the first time), question faith (not for the last time) and discover how to trust God. And we are places where everyone is welcome, with no exceptions. All this is expressed in our strapline, 'Pilgrims on a journey'.

We seek a creative and enthusiastic Communications Lead to join a small, joyful and committed team in order to support our churches' growth and development.

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## QUESTIONS & APPLICATIONS

We would be delighted to answer any questions you have about the role. Please contact the Rector, Jonathan Rowe by email ([jonathan@stmatthewstpaul.org](mailto:jonathan@stmatthewstpaul.org)) to arrange an informal conversation.

To apply, please send your CV and a covering letter, explaining what attracted you to the role and what you bring to the position, to Katy Palacio, Parish Administrator ([admin@stmatthewstpaul.org](mailto:admin@stmatthewstpaul.org)). Please note that applications without a covering letter will not be accepted.

Deadline for applications: Noon, Friday, 18 July 2025

## Communications Lead

### JOB DESCRIPTION

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<b>Reporting to:</b>	Rector
<b>Hours:</b>	Up to 18 hours per week (0.52 FTE at 35 hours per week) with occasional evening events or meetings. Core working hours are 9.30am-3pm on Mondays, Tuesdays and Thursdays.
<b>Salary</b>	£29,061 pro rata, i.e. £14,945.67. Up to 4% employer and 4% employee pension contributions
<b>Holidays:</b>	Five weeks paid holiday per year pro-rata, plus statutory holidays
<b>Duration:</b>	Permanent position with monthly reviews during the 6-months' probation period
<b>Place of work:</b>	St Paul's Church, St Paul's Hill, Winchester SO22 5AB

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### PURPOSE

The Communications Lead will develop and optimise each communications channel so that the churches of St Matthew and St Paul connect well with each other and the wider community.

### MAIN DUTIES AND RESPONSIBILITIES

Working with the Rector and other clergy and staff, the Communications Lead is responsible for the following:

#### 1. Strategy & planning

- With the Rector, prepare and implement an annual communications plan around key events and special services for the parish
- Maintain and develop the parish's visual branding and style

#### 2. Communications channels

- Oversee the generation of content for each channel, edit content produced by others for accuracy and appropriateness, and produce content, as required
- Website – develop the website to optimise its usefulness [NB a new website design is underway]
- Weekly Email – produce the weekly Mailchimp email
- Social Media – maintain and grow audiences on Facebook and Instagram; schedule content using Meta business suite
- Magazine – create a fun and informative printed magazine in-house three times a year (currently done using Canva)
- Video – record a weekly video message with one of the clergy, for use in the weekly email; produce other videos as and when required
- Youtube – manage the parish's Youtube channel

- Produce materials and promote services and events across key periods in the church's calendar (e.g. Advent, Christmas, Lent and Easter), through printed and online channels
- Promote the parish's outreach groups and events (e.g. Coffee Pot, Bumps & Babies, Have a Meal on Us and Community Day), through printed and online channels
- Produce other printed materials as necessary (e.g. leaflets, posters, flyers and roller banners), in keeping with our branding
- Photography – take pictures when required, adhering to the parish's safeguarding and consent policies; organise church volunteers to capture images when necessary

### **3. Other responsibilities**

- Staff the church office on Tuesdays and Thursdays (e.g. answering calls and questions from volunteers and/or people hiring the hall).
- Liaise, as necessary, with the diocesan and cathedral communications teams
- Complete all necessary training and comply fully with all safeguarding, health & safety and risk management procedures
- Attend meetings as indicated by the Rector
- Other duties commensurate with the role, as may be required

## **PERSON SPECIFICATION**

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The applicant will be able to demonstrate:

- commitment to the values and aims of St Matthew's and St Paul's
- the ability to develop and manage effectively a wide range of communications, with the skills to build lasting digital connections with our communities
- knowledge and expertise in digital marketing
- professional use of Canva (or similar programmes)
- excellent planning and co-ordination skills
- that they are collaborative, with the capacity to build productive relationships with clergy, staff, volunteers and all others who come into contact with the church
- the ability to lead, enable, encourage and train volunteers to offer their time and skills to support communications
- a high level of oral and written communication
- the ability to work flexibly and productively as part of a small team while able to use their own initiative when appropriate

There is a genuine requirement that the post holder is sympathetic to the aims of the Parish of St Matthew with St Paul as an Anglican Church.

Any offer of employment will be subject to the provision of evidence that the post holder has the right to work in the UK.