



Littleover Methodist Church

A vibrant and Christ centred church at the heart of our community

JOB DESCRIPTION -Digital Media & Social Media Designer

Job Title: Digital Media & Social Media Designer – Fixed Term Appointment

Lay Employee at: Littleover Methodist Church

Responsible to: The Church Centre Manager

Purpose and Objectives: To maintain the Church Media Communications as a tool for mission through the management of social media sites, the website and other printed material.

Main Responsibilities

- To contribute to the development of all Media Communications as a tool for mission and evangelism alongside the Minister, Leadership Team and church community
- To coordinate all aspects of Church Media Communications
- Produce, print and distribute weekly Digital Media content for church services and events.
- Produce weekly Social Media content to promote church events and engage with the local and wider community.
- Respond to comments and questions made on our social media platforms, ensuring regular engagement and high integrity is maintained at all times.
- Update the church website with events and notices, as well as any other necessary updates.

In addition to this the Digital Media & Social Media Designer will be expected to:

- Carry out any other duties and responsibilities, identified by the Leadership team within your capabilities and level of responsibility, in order to meet the needs of the church

Place of Work: The role requires presence at Littleover Methodist Church for ease of communication and production. There is flexibility in this and some work can be carried out off site.

Terms and conditions

- Terms of appointment: This appointment is expected to operate until 31 August 2019 and is contingent on the determination of its future development by the Church Council of Littleover Methodist Church.
- There is a small living allowance offered with this role which is payable monthly.
- Normal working pattern: 8 hours a week to be worked flexibly. Any additional hours accrued will be eligible for time off in lieu.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Holiday entitlement is 29 hours 50 minutes (including statutory holidays) (part leave year)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

- The Lay Employee will have a line manager. This will be the Church Centre Manager whose responsibilities will be to:
- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Act as a "sounding board" to the Lay Employee.
- In addition the Lay Employee will have a management group comprising the Church Centre Manager, and members of church council.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (Meetings will take place approximately every four months)
- The Lay Employee will be encouraged to draw together a small group of individuals from the life of the church to offer pastoral care, prayer and support