

Job Description for a Digital and Communications Officer

Role title	Digital and Communications Officer within Manchester & Stockport Methodist District (the district)
Location	Appointed by the district to serve individuals within the District.
Overall purpose	To support, and where appropriate provide, pro-active communication between the District, its circuits, and churches, and between them and the wider community in order to implement and develop the district communication strategy.
Responsible to	Chair of District
Relationships	Members of local churches Ministers & Lay Workers District Leadership Team District Synod District Administrator District Chair's PA
Duration of appointment	Permanent
Availability	35 hours per week on average throughout the year, recognizing that there will be times of concentrated activity.
Salary	Post to be paid £28, 000 pa (£15.84/hour) plus contributory pension scheme. 6% of salary is paid into the pension scheme by the employer and 6% by the employee.
Review	Work to be reviewed annually in district strategy and resources executive (SRE)
Training	Committed to completing identified training needs
Line management	District Chair
Supervision	to be agreed
Expenses	Travel, receipted expenses and training costs, necessarily incurred in the performance of duties will be reimbursed.
Accountability	This role will be accountable to the Strategy and Resources Executive (SRE).

Key Responsibilities

The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the district safeguarding policy.

To raise the profile and awareness of the work of the district internally and externally

Internal Communication

1. ensure communication structures are fit for purpose and fully utilised
2. ensure district staff involved in communications are suitably equipped and trained
3. Establish a set of common resources for all district staff
4. Identify key stakeholders – who needs to know what when and how and ensure that content is sent in a targeted way.
5. Use electronic communication only, unless specifically requested otherwise (with the exception of the prayer handbook, which should be available digitally and in printed form).
6. to enable people in district and circuits to be equipped to exercise their particularly ministry and fulfil their calling
7. to increase the awareness of learning opportunities
8. to enable officers and other across the district to see new ways of doing things
9. to enable a flow of relevant information between churches, circuits, and individuals
10. to better inform churches and circuits about opportunities leading to new activities

11. External communication

1. ensure that information which is available to be discovered (primarily the website and social media presence) is of high quality, up to date and easily accessible;
2. promote stories of good news (these will largely come from the churches and circuits but can be promoted or supported by the district);
3. work with the connexional communications team to manage communication in relation to crisis events.

Key tasks

1. To monitor and develop a communications strategy and plan for the District which will support the effective achievement of the district development plan.
2. To support the sharing across the district and more widely of stories and good practice within churches and circuits.
3. To produce and develop electronic publications for use within the District, including by producing and writing appropriate material and the annual prayer handbook in printed and electronic forms.
4. To edit and develop the District website and the use of social media, ensuring they promote positive stories of the work of the Methodist Church throughout the District.

5. To work with the District Administrator to further develop the weekly bulletin and other regular communications from the district to circuits and churches.
6. To provide support to churches and circuits to help them develop and improve their communications, through networking, facilitating training and other means.
7. To provide support to district officers to enable their work to be better known throughout the District.