



Holy Trinity
Combe Down



St Andrew's
Community Church

Role: Media and Communications Officer
Responsible To: Vicar/Operations Manager
Employed by: Combe Down Parochial Church Council (PCC)

The PCC is the governing body for Holy Trinity and St. Andrew's Community Church (together HTCD) in the Parish of Combe Down. Together we form a vibrant evangelical Anglican church with a large and growing church family of all ages and stages. Serving the Parish are eight ministry staff supported by an administrative team of six (FTE 3). We are recruiting a Media and Communications Officer to join this friendly and caring team based at the Church Rooms, 2a Avenue Place, Combe Down, Bath, BA2 5EE.

Our Christian faith shapes our vision and values and how we relate to one another, and to the wider church. We pray that everyone who joins the staff team will thrive in our environment and ultimately contribute to the overall ministry of the church. This is an exciting new post: our Media and Communications Officer will play a key role in the expansion of God's Kingdom in our parish and beyond. We are looking for a creative person gifted in some of the key skills listed in the job description and willing to learn more so that we can build on the graphic design and communications work currently spread across our team.

To be successful in this post you need to be a team player with outstanding communication skills who is:

- Blessed with a creative mind, and who understands the power of story.
- Skilled in one or more of the responsibilities listed, and willing and able to learn the other skills required*.
- Highly organised, with excellent time management and planning skills.
- A completer/finisher who is detail focused, with the ability to work under pressure.
- A can-do, servant-hearted person who brings solutions.
- Fully on board with the vision and values of HTCD and willing to be a regular and engaged member of the church.

* The post as described covers six key areas: -

1. Graphic design
2. Video and photography
3. Web management
4. Copywriting
5. Social media
6. Developing resources

We are willing to consider splitting the responsibilities between candidates with different skills. Please talk to Liz Hume (see below) in the first instance if this applies to you.

HTCD is a Christian organisation and as an employee, you will be required to respect the Christian ethos of HTCD and uphold its values.

Terms and conditions

- Hours: 37.5-hour week, usually Monday to Friday, but regular working at services and church events will be required, for which time off in-lieu will be granted.
- Salary: £25,000 per annum.
- Start date: As soon as possible but can be flexible for the right candidate.
- Pension: HTCD offers a 7% employer pension contribution.
- Holidays: 33 paid days of holiday per annum inc. of bank holidays.
- Contract type: Permanent position.
- Probation: There is a three-month probationary period during which the progress of the post holder will be reviewed prior to the confirmation of permanent appointment.

The job description and details of how to apply can be found on www.htcd.church or by contacting Liz Hume at opsmanager@htcd.church or on 01225 835835.

Holy Trinity, Combe Down, Bath is a registered charity no 1129554.