

**Job Specification:**  
**Communications Administrator**



**Role:** Communications Administrator  
**Location:** Ashford Vineyard Church, Brunswick Road, Ashford  
**Line Manager:** TBC  
**Salary:** £19,500 per annum (pro-rata)  
**Hours of Work:** 10 hours per week  
**Closing date for applications:** Monday 13th July, 2020

**Job Summary**

Since its beginning Ashford Vineyard has been passionate about ensuring that the vision and values are communicated with excellence in a way that are accessible and inspiring for people who are already part of the community, and those yet to encounter it. Having effective communications across the board for internal and external audiences is one of the key ways that we can 'bring life to Ashford' as we invite people into God's story for our town and our community.

In our context, 'communications' is a term that includes aspects of written and visual communication for disseminating information, casting and sharing vision, equipping people to get involved and ensuring our values are inherently present in the ways we interface with all elements of our community. This can be through the written word in emails or flyers, or through medium such as film, artwork, social media platforms and more detailed publications. Our aim is that these communications are high-quality and high-impact, and mobilise people to respond.

The heart of this role is found in being able to support the church leadership in conveying their vision and communication priorities to appropriate audiences with excellence and creativity.

Hours will be partly office-based but include time that can be worked from home. How hours are allocated across the week has some degree of flexibility and can be discussed at interview.

For details of the duties and responsibilities covered by this role, see the document 'Communications Administrator Job Description'.

For this role, we hire for character, competence, calling and chemistry and culture:

**Character** – You have to love Jesus, love the church and be committed to our vision, values and mission here at AV.

**Competence** –You must be an outstanding person with a high level of gifts and ability.

**Calling** - You must feel a sense that God is inviting you into this opportunity and that it is part of his story for your life.

**Chemistry** – You must be a relational fit with our team, particularly those you will be working closely with.

**Culture** – You must be someone who will engage with, embrace and impart the culture of Ashford Vineyard.

### **Requirements:**

#### **Essentials:**

- You will have a proven track record in excellent communication ability in written, spoken and visual forms.
- You will have a proven track record in design and presenting ideas with visual excellence in a way that mobilises people to respond.
- You will passionately buy-in to AV's and the SP's vision, values and style with head and heart. You will be fully 'plugged-in' within the life of AV to enable you to represent it fully (Circle, Volunteering, Sundays, Giving and Social Media).
- You will pursue a role of supporting the church leadership by contributing your experience and ideas to conveying their vision and communication priorities to appropriate audiences with excellence and creativity.
- You will develop a communication strategy that acts as a springboard for the vision and communication priorities of the leadership in line with their preferences and decision-making.
- You will have a proven track record of working within the framework of an IRTDMN (Identify, Recruit, Train, Deploy, Monitor, Nurture) structure and therefore show a high degree of relational and emotional intelligence. You will have a clear awareness of your strengths and a requisite track record in utilising them in a team context.
- You will be a life-long learner, able to lead yourself and eager to improve your skills and strengths, yourself, and your role. In addition to a commitment to personal growth.
- You will believe the best in the church leadership, both personally and publicly. You will be responsive to correction and direction.
- You will be positive, and carry an atmosphere of celebration.
- You will be a member of the Wider Leadership Team and adhere to the expectations of a Wider Leader outlined in the attached document.

This person is a

- Facilitator
- Creative thinker
- Problem solver
- Leader

This person is not a

- Gatekeeper/Bottleneck
- Production artist
- IT professional

**Desirables:**

- Proven track record of developing and delivering a communications strategy in a church context.
- Training and experience in communications ,videography and digital design within the context of a church.

**Application:** Application is in the form of submission of a CV and covering letter stating why you are interested in the role and how your experience/skills make you suitable according to the criteria outlined in this job description.

**Application Deadline:**

Please return your application by Monday 13th July to

nic@ashfordvineyard.org

or post to

FAO:                    Nic Kimmance  
                              Ashford Vineyard Church  
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