

St Mary's

STOKE NEWINGTON

*We are called to share the loving hospitality of God,
seeing Christ in both friend and stranger.*

Communications, Administration & Hospitality Coordinator

This post is initially for one year and is specifically designed to support the mission, work and values of St Mary's at a time of major transition. It is for 18 hours a week, with some flexibility, and the pay is £11.40 per hour.

St Mary's is soon to undergo major building work in order to upgrade and develop the facilities. When completed, the St Mary's Centre will provide a warm, hospitable and outward-facing environment from which the church, in partnership with other organisations, will be better able both to serve the needs of the local community and build deeper relationships.

The 'Communications, Administration & Hospitality Coordinator' will be pivotal in working with present and prospective user groups of the Centre and with Church members, in enabling a smooth transition. S/he will be a skilled communicator both face-to-face and over the telephone and able to work alone and during periods of renovation. S/he will be adept in social media and IT, and well able to work alongside clergy and a diverse group of volunteers. S/he will be a team player and, whilst not necessarily involved in the life of the church, will catch its vision and be passionate about communicating that effectively to others.

The job will focus on the following key areas:

Welcomer. The post holder will:

Ensure that St Mary's is as hospitable as possible to partner organisations and user groups by...

- providing a warm and generous welcome to all visitors and users and ensuring that their time at St Mary's is as stress-free and enjoyable as possible;
- managing the upkeep, cleaning and maintenance of the buildings;
- organising and coordinating the hire, bookings and use of each space and the relevant invoicing and payments;
- working closely with The Old Church and other partners to ensure that we share hospitality with the local community as widely as possible;
- working creatively with those developing the site to ensure user groups are well provided for.

Enabler. The post holder will:

Enable members of St Mary's congregations to serve each other by...

- the creation and upkeep of rotas for various tasks;
- organising training for members of St Mary's (as directed by the Rector) where this would result in greater confidence and enable people to flourish in their ministry;

- facilitating a good welcome to those who wish to connect with St Mary's at transitional times in their lives, e.g., weddings, baptisms, funerals. In particular the post holder will work alongside the clergy, by coordinating the administration that surrounds these events;
- enabling the smooth running of the office by establishing and maintaining all filing systems in an efficient and accurate manner and other tasks that may be required to maintain the efficient administration of a busy church;
- ensuring health and safety standards within public and private areas are in accordance with current health and safety legislation.

Communicator. The post holder will:

Communicate news and celebrations, the work, mission and culture of St Mary's both to people in the congregations and further afield by ...

- ensuring that we are as accessible and welcoming as possible in the way we present ourselves;
- working alongside the Rector, Fundraiser and others involved in the new build, to ensure full communication at every stage of the development to both an internal and external audience;
- ensuring that as many people in our parish as possible have a chance to find a welcome at St Mary's by publicising services and events using the following media and responding creatively to rapidly changing technology where appropriate:
- Newsletter
 - o Use MailChimp to compile, design and send the monthly newsletter.
 - o In conjunction with others (primarily the Rector), compile a list of news and notices.
 - o Obtain copy and/or photos from contributors, or write and edit copy yourself, sourcing relevant artwork and photos where possible.
 - o Refresh design periodically.
 - o Ensure the distribution list is being updated when necessary.
 - o Promote the newsletter on website and social media.
 - o Create and produce a paper-copy newsletter for those who don't have access to the internet.
- Website
 - o Update events and news regularly.
 - o Update and redesign pages and graphics periodically and where appropriate in order to continually improve and refresh.
 - o Ensure payment made for web-hosting, reviewing cost-effectiveness and service provided regularly.
 - o Upload rota and ad hoc files.
- Social Media
 - o Upload news and events and report/share posts from various partners.
 - o Coordinate social media publicity across all platforms.
 - o Ensure St Mary's has a social media presence on all relevant platforms, old and new.
- Printed Media
 - o Design, coordinate and organise printing for major events: posters, postcards, fliers etc.
 - o Creation and production of Sunday service sheets.
- Noticeboards

- o Ensure good quality, affective publicity material is on all noticeboards inside and outside church buildings.

January 2017