

Communications and Small Groups Administrator

Introduction

Jubilee Community Church East Grinstead is a Newfrontiers church (part of the Newground Sphere) of 330 adult members with a community strength of about 450. JCC has grown significantly over the last decade. In July 2007 the church bought and then refurbished an industrial warehouse complex which now houses the church when it gathers and operates as Jubilee Community Centre. The centre serves 3000 local people a week with a wide range of learning, business and community activities. Jubilee is part of the Evangelical Alliance and Churches Together East Grinstead. Jubilee is a charismatic evangelical church with a desire to serve the Kingdom of God in their neighbourhood, their nation and the nations.

The successful applicant would need to become a member of Jubilee Community Church as well as a member of the staff team. It is essential, therefore that they share our vision and values which can be found on our website www.jcceg.co.uk. They would need to fully engage with our local church vision to see "More people, more like Jesus, in our neighbourhood, our nation and the nations". There is a genuine need for the jobholder to be a practising Christian in order to undertake the role.

Application Process

Candidates are invited to apply by sending a CV and letter of application outlining why they would like to be considered for the role and what they would bring to the post.

- Closing date for application: Wednesday 12th February 12pm
- Shortlisting: Monday 17th February
- Interview day: Friday 21st February

The interview day will include an optional tour of the Jubilee Community Centre, a practical test and a formal interview lasting up to 60 minutes. Detailed timings for the day will depend on the number of candidates selected for interview and will be sent to all interview candidates on Monday 17th February. Candidates should make sure they are available for the whole day on the 21st February.

Candidates should send their application **FAO Hannah Baptist** by email to Hannah@jcceg.co.uk or by post to:

Jubilee Community Centre
Charlwoods Road
East Grinstead
RH19 2HL

Outline of Job Role

- Overseeing the area of communications within JCC, across both the Church and the Community Centre,
- Facilitating Small Groups at JCC,

Line Management

The successful applicant would report to the Head of Administration and Logistics, Hannah Baptist. They would be accountable to the elders and trustees of Jubilee Community Church.

Communications and Small Groups Administrator Outline Job Specification

Key Tasks

1. Communications Facilitation (approx. 16 hours p/w)

- Work with current communications team to ensure smooth running of all communications at Jubilee
- Release the eldership team to impart vision and the volunteer team to impart creativity
- Project management of specific projects where necessary
- Look ahead at the church diary to plan communications and artwork for upcoming events and series. Liaise with team leaders and designers and deliver artwork to deadlines
- Oversight and updating of website contents
- Maintain all agreed repetitive communication e.g. eNews, Newsheet, Sunday notices, Social Media, Sunday plans, arranging weekly testimony and information slots etc
- Develop processes to streamline our communications processes across the staff team and the church
- Develop communication policies to ensure consistency and awareness of the branding guidelines across the church and centre communications
- Work with the buildings manager to develop a marketing strategy for Jubilee Community Centre
- Ensure consistency of JCC image using branding in accordance with our branding guidelines, consistency for visitors to the church and building users
- Liaise with other staff members to plan communications for church events
- Delegate and monitor regular comms tasks to impacters when available

2. Responsibilities for Small Group Activities (approx. 10 hours p/w)

- To facilitate Small Groups by co-ordinating small group administration, small group sign up Sundays and co-ordinate small group leaders training,
- Provide key reporting into small group life, growth and effectiveness for eldership, trustees team and Cluster overseers,
- Seek to improve small group attendance and engagement across JCC,
- To manage and advise in pastoral situations and implement and improve the current process of care for the church and small groups in accordance with the pastoral framework document,
- Review and improve the current pastoral supervision process for Small Group Leaders and identify the training needs of cluster leaders.

General Staff and Church Engagement

- Attendance at staff meetings and events
- Staff prayer
- Staff coffee
- Staff training as required
- Committed and engaged in Sunday worship

- Engagement in small group life

Duration - Permanent

This is a permanent post.

Expected hours - 26 hours per week

Working week to include two hours on a Sunday morning (including church attendance), and a full day on a Monday. All other days would be agreed in discussion with current staff team.

Monday evening meetings also required

Necessary skills:

- Well-developed oral and written communication skills,
- High levels of organisation and experience in administration,
- A self-starter, able to work independently and plan own workload,
- Attention to detail,
- Enthusiasm, sensitivity and patience to deal with a range of needs,
- High level of competence in basic IT programs,
- Ability to juggle tasks and prioritise,
- Planning and strategizing, decision making and problem solving skills,
- Ability to learn how to use WordPress and other similar programs.

Desirable qualities:

- A flexible approach to work as you might need to work occasional evenings/weekends,
- Some experience and/or ability with creating design art work.

Job share:

This role would be considered for a job share or to be combined with another JCC role in the event of the right candidates for all roles currently being advertised.

Salary

- Staff Scale A, between points 12 and 22 currently £11,287.47 - £14,724.32 for 26 hours per week (Full time equivalent of £16,280 - £21,237)