

## **!Audacious Church Role Description**

**Our vision:** To be a church that is numerically so large that we transform our communities.....one person at a time

**Our purpose:** To mobilise !Audacious disciples

**Our values:** Fearlessly Devoted, Seriously Fun, Fiercely determined, Wildly authentic

It is our goal that every employee and volunteer is placed in a role that helps the church outwork the above vision, purpose and embrace these values

Name	
Title of position	Social Media Coordinator
Job Category (Spine / HQ / Campus Etc)	HQ
Line Manager	Digital and media manager
Work Manager	Digital and media manager
!Audacious Leadership Band	2
Salary Banding	
Hours and contract type	15 hours to 37.5 hours. (TBC)
Working days	Part-Time / Full-time options available
Holidays	20 days Pro Rata plus public holidays
Core Working Relationships	Design team, Video team, Creative Directors
Sunday role	n/a
Time in Lieu	no

### **Synopsis Of Role**

The Social Media Coordinator works within our graphic design and media team and is responsible for planning, developing and monitoring of !Audacious Church's presence across social media platforms. They should be a digital native, who can bring inspiration, direction and

management to our social media feeds showcasing the church at its best and helping to build a community of engaged users alongside being attractional to those currently outside the church.

### **Key Responsibilities**

- Planning and Scheduling all social media posts in line with the social media strategy and direction across all platforms
- Developing both organic and paid social media strategies with the aim of increasing brand awareness and engagement
- Analysing the long-term needs of !Audacious Church's social media strategy and offering regular reports that include any emerging social media trends and platforms as well as current performance
- Staying up-to-date with the latest social media trends and digital technologies
- Audit, plan and improve social media content while keeping the bigger picture goals and brand in mind.
- Submit timely design requests for content creation, working with the team to meet planning and posting deadlines.
- Monitoring and responding to feedback, comments and social media posts.

### **OKRS's / KPI's**

1. Delivery and excellence of social media to the agreed schedule
2. Clearly and consistently working to deadlines set out by the department for all the above areas of oversight
3. Good use of communication and workflow systems (Asana) and diary.
4. Creation of video content for social media

## **General Position Requirements**

### **1. General Responsibilities**

As an employee you must endeavour to bring positive momentum by committing to being a cultural architect of the vision and values of !Audacious Church. This is done by working in a manner that reflects and reinforces our cultural values of being disciples who are

- Fearlessly Devoted
  - Seriously Fun
  - Fiercely determined
  - Wildly authentic
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- a. Devoting the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties.
  - b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you.
  - c. Comply with all lawful directions given to you by any person duly authorised from time to time;
  - e. At all times act to a high standard of professional behaviour; following the code of LIGHT
    - Love - treat all staff, volunteers, congregation and others with honest love fostering ever-deepening relationships
    - Integrity - be a person who embodies the spirit of “who we see is who you are” and consistently delivers on what is said/asked. Working with an understanding that increasing honesty and communication are key to living as a person of integrity.
    - Generosity - Gives of time, self and resources to help others
    - Honour - living in such a way that all people we work with, lead and are led by are treated with honour.
    - Trust: Is honest and truthful, dependable, reliable. A team member who can be counted on.
  - g. Grow in relationships with people in the life of the church by being an active member of a life group and take full responsibility and ownership of the church by being a contributing member of a team.
  - h. Contribute to Sundays and all major !Audacious Church and mandate events by your presence, participation and promotion.

- j. Actively invest in Personal Development

## **2. Character and Personal Qualifications**

Being a staff member of ! Audacious Church, the following are necessary:

- a. A growing relationship and commitment to Jesus Christ; producing ongoing life-giving revelation.
- b. Total commitment to the vision and leadership of !Audacious Church, realising we build influence one person at a time
- e. Confidentiality.
- f. Ability to work under pressure and remain calm.
- g. Ability to meet deadlines (may involve working outside normal hours).
- h. Ability to communicate effectively with all levels of team, members of the congregation and the general public.

## **3. Safeguarding and Health and Safety**

- a. Have an awareness of procedure in line with !Audacious Church's Safeguarding and health and safety policy.
- b. Take all practical steps to ensure personal safety and the safety of others.
- c. Show a commitment to best practice including writing, and following risk assessments in relation to your role, staff role and volunteers
- d. Ensure personal work environment is safe and safety equipment is used when required.
- e. Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.
- f. Undertake training in health and safety as required, including training in Risk management, 1st Aid and Basic Life Support.

## **Ongoing Vision**

!Audacious Church with its vision to build a church numerically so large that it transforms our communities one person at a time will continue to grow and expand. Anyone accepting a staff role must understand that "ongoing change" will always be a part of this Church, and therefore must be flexible, open to challenge and willing to move and grow with that ongoing vision.

## **Position requirements**

While !Audacious Church is an equal opportunity employer, a Genuine Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

An enhanced or basic DBS disclosure will be required for all staff

## Person Specification

About you Your experience, skills and abilities

The role of Social Media Coordinator for !Audacious church requires a committed evangelical Christian who can demonstrate the following which will be tested at application (A), interview and portfolio (I) and by reference (R).

These qualities will be marked as E = Essential / D = Desirable

### Your education/training:

- Industry experience in Social Media Scheduling / Analytics and Content creation working on all social media platforms (Instagram/Facebook/TikTok etc) - E (AI)
- Experience of video and media creation. To include camera work, editing, post-production and ideation. - D (AI)
- Formal training in video/design /media creation- D (AI)

### Your skills/abilities:

- Experience in developing and curating engaging content for all designated media outlets E (AI)
- Strong copywriting and copy-editing skills - D (AI)
- Ability to work to the tone of voice and brand guidelines - D (AI)
- Proven ability to collaborate with a design team to create a social media calendar. - D (AI)
- Ability to monitor social media channels for industry trends. - E (AI)
- Ability to use video, design and photo skills to produce content that makes sense for a good working knowledge of Adobe Creative Suite (Photoshop/illustrator) and the preferable use of video whether that be through Creative Suite or similar programs. D (AI)
- Ability to work predominantly from our central Manchester office - E (AI)
- Ability to solve problems, work within budget constraints and pivot creatively when needed - E (AIR)
- Great people skills and ability to present ideas- E (EIR)
- Great planning and organisational skills (relating to creative projects) - E(AI)
- Ability to work on your own and as part of a team. - E (AI)
- Ability to multitask and work efficiently under pressure - E (AI)
- Right to work in the UK - E (AI)

### Your personal qualities:

- A clear commitment to the Christian faith and agreement with !Audacious Church Statement of Faith – E (AI)
- Able to identify and be committed to the vision, purpose and mission of !Audacious Church– E (AI)
- Regular commitment and participation in the life of !Audacious church– E (AR)
- Excellent relational skills – E (IR)