

## **Church Communications and Operations Manager**

### **(Part-Time)**



### **Overview**

Salisbury Baptist Church (SBC) is seeking a part-time Church Communications and Operations Manager to support the life and ministry of the church through administration, organisation and communication.

We are looking for someone who is organised, relational and proactive, with strong administrative and communication skills. The successful candidate will help communicate SBC's vision across the wider community, and support the day-to-day running of church life.

Alongside administrative responsibilities, we are seeking someone with strengths and experience in the areas of digital communication, social media, photography, video or online content creation.

### **Job Purpose**

To provide administrative, organisational and communications support across the life of SBC, helping the church communicate effectively and operate efficiently in support of its vision and ministry.

The successful candidate will support staff, trustees, volunteers and the wider church community through a combination of administration and communication support.

### **Key Responsibilities**

- Prepare and distribute regular church communications, including notices, newsletters and other updates.
- Ensure effective use of church communication platforms including email, social media, website and ChurchSuite.
- Maintain accurate church records and administrative systems.
- Respond to general enquiries and communications in a timely, professional manner.
- Support the pastor, staff and church leadership team in the organisation of church events, meetings and activities.

- Contribute to the communication of SBC's vision, mission and community engagement.
- Work collaboratively with staff, trustees and volunteers.
- Manage church bookings and lettings, liaising with external clients
- Provide administrative support to the staff team and church leadership

### **Essential Qualifications, Skills and Experience**

- A committed Christian with a clear and active faith in Jesus Christ.
- In sympathy with and supportive of SBC's evangelical and Baptist identity.
- Strong organisational and administrative skills.
- Good written and verbal communication skills.
- Ability to manage multiple tasks and priorities effectively.
- Ability to work independently and collaboratively within a team.
- Competence with common digital platforms and office software.
- A welcoming, approachable and professional manner.
- Commitment to confidentiality, safeguarding and willingness to undertake an Enhanced DBS check.
- Eligibility to work in the UK.

### **Desirable Qualifications, Skills and Experience**

- Experience working within a church, charity or community organisation.
- Experience using ChurchSuite or similar church management systems.
- Experience in social media, AI tools, digital communications or website management.
- Creative skills in areas such as photography, graphic design, video production or online content creation.
- Experience producing creative or promotional content for organisations or events.
- Experience supporting events and volunteer coordination.

- Understanding of church communications and community engagement.
- Full UK driving licence.

### **Personal Qualities**

- Passionate about supporting the mission and ministry of the church.
- Organised, reliable and self-motivated.
- Relational and approachable.
- Creative and proactive.
- Flexible and willing to support different aspects of church life.
- Able to work with discretion and sensitivity.
- Sense of humour.

### **Terms**

- 2.5 days per week
- Hybrid working considered.
- Initial three-year appointment.
- Ongoing supervision and professional development provided.
- Salary in range of £12,000 - 13,500 depending on experience and qualifications