

Churches Together in England

Communications Assistant Job Description

Job title: Communications Assistant, Churches Together in England

Location: Home-based, accessible to London

Responsible to: Senior Communications and Media Officer

This is a one-day per week post (seven hours per week), on an eight-month Fixed Term Contract. The role can be fulfilled as either two half-days, or one full day per week. At least half a day per week will need to be worked on a Monday, Tuesday or Friday (due to the Senior Communications and Media Officer working part-time).

Overview

The post holder will assist the Senior Communications and Media Officer in producing digital communications content, mainly for CTE's website, Twitter account and monthly e-newsletter. They will also assist in preparations for a new CTE website, intended to be launched in autumn 2020.

The specific responsibilities of the post will be:

1. Updating and producing content for CTE's website.
2. Creating and scheduling engaging content for CTE's Twitter account.
3. Assisting the Senior Communications and Media Officer in delivering the new CTE website, intended to launch in autumn 2020.
4. Compiling and sending out CTE's monthly e-newsletter, CTe-News.
5. Assisting the Senior Communications and Media Officer in updating the format of CTe-News, moving to a HTML email system.
6. Writing and sharing stories celebrating unity between churches at national, intermediate (county) and local levels.
7. Assisting the Senior Communications and Media Officer in organising communications events, as and when these occur.
8. Reporting on CTE website statistics, using Google Analytics.
9. Performing other job-related duties, as assigned by the Senior Communications and Media Officer.

The post will be mainly based at home, with occasional meetings in London (travel expenses will be reimbursed).