

# Communications Assistant

## Communications Department

### Job Description and Person Specification



<b>Appointment:</b>	Permanent
<b>Contractual Hours:</b>	25 hours per week (Part Time). Ideally 25 hours spread over a 5 day working week, or spread over a 4 day working week as a minimum)
<b>FTE:</b>	0.6
<b>Salary Range:</b>	£13,166 to 14,318 (part time rate)
<b>Reporting To:</b>	Head of Communications
<b>Location:</b>	LCM Head Office (175 Tower Bridge Road, London SE1 2AH)

#### About us

At London City Mission (LCM) we are passionate about sharing the love of God and the good news of Jesus Christ with the least reached in London, and to do this in partnership with churches.

To help us do that, we have developed a set of values which shape the way we work and relate with each other:

#### **Rooted in Christ**

We are prayerfully dedicated to doing God's will and living in His way, according to His word

#### **Christ-Like Love**

We look not to our own interests but to the interest of others because we are united as brothers and sisters in Christ

#### **God Glorifying Excellence**

We pursue the best that we can to glorify God and serve each other in all we do

#### **Spirit-Inspired Perseverance and Courage**

Standing firm, pushing through, paying the price for the sake of Christ and the gospel

#### **Purpose of role**

There are 2.5 million people in London who don't have a Christian friend. No one to tell them about Jesus. London City Mission is passionate about partnering with churches to see more of the least reached people in London hear about the life changing message of the gospel.

To help us achieve our ambitious strategy we are looking for a Communications Assistant who will provide communications and administrative support to the Communications Team to:

- **Envision** the church in London to reach out to the least reached communities around them, to see more people come to know Jesus and give their lives to him
- **Introduce** Christians and churches with a heart for the gospel and the least-reached people to the work of London City Mission
- **Inspire** churches and individual supporters to continue to partner with us in this mission to the least reached in our city.

### **The Communications Assistant will:**

- Support the planning, co-ordination, creation and delivery of communications collateral and activities
- Assist the Communications & Programme Director and Head of Communications to make best use of their time on a daily basis
- Provide general support to the Communications Team

The Communications Assistant has a key role in supporting the production and delivery of communications to a range of Christian stakeholders in order to envision and equip the Church for mission and evangelism to the least reached communities of London. It is therefore necessary that the post holder be an evangelical Christian so that the communications they put out reflect the beliefs of the Mission and to engage effectively with churches.

### **Summary of Main Responsibilities:**

- Support the delivery of LCM communications both internally and externally, through delivering the following to a consistent and high standard:
  - proofreading
  - posting on LCM's social media channels
  - making amends to LCM's website
  - making small edits to designed materials
  - Co-ordinating the creation and distribution of the monthly staff newsletter
  - Formatting high quality internal branded comms e.g. PowerPoint slides
- Liaise with printers and suppliers as necessary regarding the fulfilment of communications projects and to get the best service and value-for-money
- Assist with financial support to the Communications department including raising and monitoring Purchase Orders and processing incoming invoices and expenses
- Assist with the production of saleable and giveaway items, e.g. Christmas cards, branded pens etc
- Co-ordinate advertising bookings
- Co-ordinate inbound requests for information from the LCM archive
- Proactively assist the Communications & Programme Director and Head of Communications to optimise their time on a daily basis (for example through diary management and note-taking in meetings)
- Provide administrative support to the Communications Team
- Co-ordinate and maintain effective filing systems in line with the team's needs and GDPR regulations
- Maintain stock of communications collateral
- Lead on other administrative projects such as archiving of marketing collateral
- Assist the Communications Team with any other activities as required
- Think creatively about their work and participate in, and facilitate/lead when asked, creative thinking within the team
- Fully participate in the prayer, worship and fellowship life of LCM, including corporate prayer events and conferences involving Christian worship, prayer and fellowship, as well as weekly departmental times of prayer and worship

### **Expected Standards**

- Employees are expected to fully participate in the spiritual life of LCM including attending the annual Week of Prayer, monthly Team Days and weekly/daily staff prayer meetings

- Employees also have a duty to take due care of their own Health and Safety and that of others in their working environment
- Ensure compliance with General Data Protection Regulation principles and practice and all other LCM policies and procedures.

### **Key External Relationships**

- The Communications Assistant will be responsible for liaising with external suppliers on specific projects

### **Key Internal Relationship**

- The Communications Assistant reports to the Head of Communications and is part of the Communications Team
- As part of their role, the Communications Assistant will support the whole team and may be asked to assist on projects led by one of the other members of the team
- The post-holder will fully participate and engage in team meetings and times of prayer
- It is essential that the post holder builds strong working relationships with colleagues across LCM, both in the office and on the field

## **Person Specification**

### **Qualifications and Experience**

#### **Essential:**

- Confident and competent in using MS Office software
- Experience of planning and organising work and attention to detail
- Proven experience as a hands-on administrator
- Experience with liaison and co-ordination of external agencies or suppliers for specific tasks or services to secure the best service and value-for-money
- Experience of co-ordinating and maintaining efficient filing systems

#### **Desirable**

- Copywriting, copy editing and proofreading skills
- Some experience in using the Adobe Creative Cloud including InDesign, InCopy etc.
- Experience using digital photo/video/audio editing software and equipment
- An understanding of social media scheduling
- An understanding of how to add content to a website
- Experience of diary management for others

#### **Key competencies:**

- Can articulate a clear Christian faith commitment and provide a positive spiritual input to the team and wider LCM
- Plans and organises work and delivers quality work to time and expectations
- Proactively uses own initiative, prioritises work and meets deadlines, with well-developed time management skills
- A team player with the ability to work collaboratively and to support colleagues in the Communications team and across LCM
- Excellent interpersonal skills with the ability to build and manage relationships with a variety of people, both internal and external
- Communicates clearly, concisely and accurately
- Flexible approach and can multi-task
- Positive and adaptable with a 'can do' attitude and servant-heart

- Looks for solutions to problems and takes initiative
- Desire to learn and develop professionally and takes steps to develop skills and keep up to date

**Location and Travel:**

This role is a part-time based at London City Mission's head office. From time to time, the Communications Assistant may need to visit various ministries in the field across London.

This job description and person specification are not exhaustive and do not form part of a contract of employment.

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## **OCCUPATIONAL REQUIREMENT (OR)**

### **Communications Assistant**

When an Occupational Requirement for a position is appropriate employees are required to agree with, and sign, the London City Mission Statement of Faith and Conduct.

The Communications Assistant is responsible for supporting the delivery of the communications strategic objectives to envision, introduce and inspire churches with the work of LCM. In order to do this with integrity they must have a good understanding of and belief in the gospel message that is central to all we do, and the church audience that we engage with.

It is essential that the post holder be an evangelical Christian so that they can fully participate in the spiritual life of the Mission, understand the audiences we are communicating with, and ensure that communications are developed in such a way as to reflect the biblical beliefs and values of the Mission.

On the basis of the above factors we consider there is a prima facie case for an OR that this person is an evangelical Christian.