

Job Title: Media Co-ordinator

Responsible to: Head of Operations

Hours of Work: Part Time (22.5 hrs per week)

Salary: £26,369 - £29,809 (Full time equivalent)



Job Purpose

As the Media Co-ordinator, you will be working to deliver the necessary support to the ministries and staff teams to ensure that communications within the church function efficiently and effectively.

Main Responsibilities:

- **Graphic Design:** Lead on the production of digital and in-print publicity for services, events and publications, ensuring resources are produced in a timely manner.
- **Branding:** Ensure appropriate use of the Lansdowne Church Brand Guidelines, consistently across all media and ensuring that all projects and tasks are in line with the Church's vision, purpose and culture.

Additional Duties:

- **Livestream Scheduling:** Co-ordinate the Church's YouTube online livestream experience and work with the existing ministries to facilitate the delivery of Sunday services being streamed/recorded
- **Audio Sermons:** Edit and upload audio recordings of Sunday Sermons to Spotify and SoundCloud
- **Website & Social Media Management:** Maintaining and updating the church website (hosted by SquareSpace) and church Social Media accounts (Instagram & Facebook).
- **Team Development:** To develop a team of volunteers to assist with the production and delivery of media content creation. Collaborate with and support the Lansdowne Digital ministry team in the production of evangelistic social media content.

Any additional tasks as defined by your Line Manager which are considered appropriate to your role within Church's Staff Team structure.

Technical Skills and Requirements:

Qualifications	Essential	Desirable
Minimum GCSE English	Yes	
A degree in a related subject		Yes
Experience		
Familiarity with the Adobe Creative Cloud Suite (InDesign/Illustrator, Premiere Pro, Lightroom/Photoshop)	Yes	
Relevant experience in a similar setting would be advantageous		Yes

Personal Attributes

- A personal faith in Jesus Christ as Lord and Saviour.
- A sound understanding of the Bible and agreement with Lansdowne's Basis of faith
- A commitment to growing in their personal discipleship with God through prayer and Bible study
- A commitment to maintain a balanced and healthy lifestyle by attending to personal, physical, emotional and spiritual wellbeing needs.
- Leadership qualities with capacity and resilience and the ability to enthuse, inspire and develop others, to co-ordinate and manage busy programmes with gifted volunteers
- A team player – someone who is able to work alongside a diverse range of volunteers and staff members.
- Energetic and enthusiastic. An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm.

- Ability to respect matters of confidentiality and sensitivity.
- Vision, initiative and self-motivation (a self-starter).

*There is a genuine occupational requirement that the post holder is a Christian.
The post is subject to an Enhanced DBS disclosure.*

February 2026