



**Saint
Philip's
Church**

Digital & Social Media Assistant Application pack

In a nutshell: To assist the team in managing our social media accounts and in the development of multimedia.

Hours: 25 hours per week, with flexibility required including some weekends and evenings.

Salary: Minimum Wage for relevant age group

Annual Leave: tbc

Accountability: Line manager is one of the Church Team Leader(s), with wider accountability to the administrator.

Resources: In the first instance the post holder will have access to the church office, but home working may be required. The required IT equipment and software will be provided. Relevant expenses will be reimbursed and provision for appropriate training provided.

Terms: The appointment is subject to receipt of satisfactory references, completion of the DBS process and will be for a defined period of 6 months.

Start date: live from 1st April 2021

Interviews: tba

Please return completed applications or direct any questions to Heidi at admin@stphilipssheffield.org

Note: There is a genuine occupational requirement for the job holder to be a practising Christian.

Context

St Philip's Church Sheffield was started just over 10 years ago, having been sent out from the wider St Thomas' family in Sheffield. The church is an Anglican Baptist Local ecumenical Project (LEP) meaning that we appreciate and represent the values of both denominations.

The church is led by Co-Ministers Dave & Sarah, a husband-and-wife team who are both Baptist ministers. We also employ a part time administrator Heidi. Anna is a lay-leader involved in city centre outreach, healing ministry and worship and Ben has recently joined the leadership team as a volunteer to help with resourcing leaders.

The church family currently consists of approximately 30 households with about 60 adults and 30+ children.

Our vision is to grow and plant communities of prayer and mission. Our values are being authentic in our relationships, brave in mission, creative in our expressions of church and devoted to God.

The church has a strong call to the North of the city and there are two communities in the North where church members are living and meeting. Parson Cross and Pitsmoor. Geography is important to us and the church is mainly clustered around the above communities as well as Hillsborough/Loxley/Stannington and Crookes/Broomhill. (There are also a few families in far flung places!)

Before COVID-19 lockdowns, the Church gathered bimonthly on Sunday mornings for worship, talk, ministry and coffee and in smaller communities in the week. Currently we meet fortnightly all together on zoom.

Our current premises are a former bar in the centre of Sheffield. This where our office is but at present, we are working from home.

We expect an apprentice digital & social media assistant to help us develop our social media presence and trust that it will be an opportunity to be creative, work in social media and learn new skills supporting a small team in a positive and nurturing environment.

Role and key responsibilities

This role will bring new ideas and creativity to help us share our stories, resource leaders, and reach new seekers. Adhering to our tone, ethos and brand culture you will work with the leadership team to plan, create and schedule social media content.

We're looking for a creative individual who can work with video media to produce good quality content. You will also have good written and verbal communication skills.

The role involves working with our members to capture their stories and knowledge, as such an appreciation of the value of personal faith is required.

Key tasks

- Assist the Leadership Team implement the social media strategy
- Helping manage our social media accounts, producing engaging posts and interacting with the community and public responding to questions and identifying new opportunities for the church.
- Assist with the development of a multimedia approach including video production and social media postings to share St Philip's activity and campaigns.
- Assist in digital and live production.
- Give reports from monitoring performance and update other members of the team,
- Monitor activity across channels, responding where necessary
- Play a key role in the development of campaigns including Easter, Advent and Christmas
- Keep up to date with latest social media trends, ideas, concepts, seeking to develop your own learning.
- From time to time you may be required to work on ad hoc tasks to support other members of the team.

Other

- Be part of the team
- Abide by the Church's policies, practices and core values

Wider

- Contributing to the leadership team and structures of St Philip's
- Contributing to Sunday Gatherings
- Participating in regular team times.

Person specification

Requirements	Essential	Desirable
Character	Able to pay attention to detail	
	Self-motivated with ability to work on your own, plan and execute own work, to deadlines where appropriate.	
	Able to receive input and follow instructions	
	Able to manage time well, be punctual.	
	Sympathetic to people of faith and none.	
	Creative	
	Trustworthy. Able to gain peoples' trust.	
Proven Ability		Experience of working as part of a team
		Voluntary experience with community groups and/or faith based organisations

Qualifications		Pass in GCSE English & Maths.
		ICT Qualification
Special knowledge/skills	Good understanding and knowledge of Social Media platforms. Facebook, Instagram, Twitter, YouTube, WhatsApp, tiktok etc.	

		Ability to use video editing software.
		Able to use a digital camera
		Aware of equal opportunities legislation.
	Able to use Microsoft Office.	
		Able to work to brand guidelines.
		Knowledge of Christianity, spirituality and churches.
		Knowledge of the city of Sheffield it's people, history and culture.
Practical	Ability to travel across the city	
	Living in Sheffield	

Note: There is a genuine occupational requirement for the job holder to be a practising Christian.



S A + N T
PHILIP'S
S H E F F I E L D

APPLICATION FORM

Please complete this application form and then return it to admin@Stphilipssheffield.org

Post applied for:	
Personal Information	
Surname:	
Forenames:	
Title:	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Do you have the right to take up employment in the UK?	Yes / No
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	Yes / No
Dates you are not available for interview:	

Education and qualifications:

(GCSE's, etc)

Establishment	Qualifications gained

Relevant experience & Skills

Context	Experience/Skills

Employment history

Please give details of any employment history, beginning with your present or most recent job.

Employment dates From - to	Name & address of employer	Job title, duties & responsibilities	Leaving salary	Reason for leaving

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

Referee	
Please give details of a referee, someone that has known you for at least one year. This could be a schoolteacher, employment advisor or employer but not a relative or friend.	
Referee	
Name	
Position/ Relationship to you	
Email	
Phone No.	
Declaration	
I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.	
Signed:	
Date:	